



EXECUTIVE ASSISTANT II

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the direction of an assigned executive or senior administrator, perform a variety of advanced, highly complex administrative support duties. Serve as a liaison with students; faculty and staff; the general public; the Board of Trustees; Chancellor's Office; District administrators and managers of various divisions at Foothill and De Anza College; and outside agencies including police, government offices, State Chancellor's Office, attorney firms and community services. Oversee day-to-day office functions to relieve the administrator of procedural duties.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Executive Assistant by its level of independent judgment, complexity and handling of sensitive and/or confidential information. Positions in this class are characterized by a high level of independent judgment and initiative; perform a wide range of complex duties, analysis, and research and prepare related reports; and are responsible for the integrity, coordination, recordkeeping and communication of sensitive and confidential information regarding students and faculty/staff. Incumbents at this class coordinate operational and administrative functions on behalf of the executive or senior administrator and may serve as a lead to other departmental staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Exercise independent judgment performing administrative support duties for assigned administrator; relieve the administrator of a variety of clerical, technical, and administrative duties.
2. Screen and direct incoming communication including mail and telephone; provide information to staff and students; interpret and clearly communicate District policies and procedures for students, staff and the general public; interact and relay information, questions and decisions.
3. Independently prepare and send correspondence and prepare materials for reports, conferences, presentations and meetings; respond to letters and general correspondence of a routine nature.
4. Compile and maintain a variety of sensitive files and confidential information regarding students, faculty and staff, including disciplinary records and transcripts; maintain functional filing systems.
5. Organize and attend a variety of meetings including grievance hearings and business strategy; prepare agenda, handouts, make arrangement for guests, take minutes, transcribe the minutes for College-wide distribution and store the information.
6. Perform more complex analysis and reporting typically with College-wide or District-wide reports.
7. Perform complex research assignments providing written reports, and utilizing spreadsheets and sophisticated software to provide graphs, charts and tables.
8. Operate one or more aspects of a program, reporting to an assigned administrator to resolve issues, provide reports and assure program objectives and policies are properly implemented; train others as assigned; coordinate daily operations.
9. Maintain a variety of program and departmental budgets; make budget transfers; create purchase orders; monitor and track expenses for the office budget; compile, prepare and process payroll information for students, faculty and staff.

10. Serve as a resource to others for data, research, special projects, schedules and other information.
11. Maintain a calendar of department activities, meetings and various events; coordinate travel for conferences and track expenses.
12. Coordinate various college-wide functions as assigned; coordinate flow of activities through the office in relation to priorities and schedules; assure timely completion of work according to established policies, procedures, and regulations.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Organization, rules, regulations and programs related to an assigned office or function.
2. Applicable sections of the State Education Code and other applicable laws.
3. Basic budget monitoring and control.
4. Interpersonal skills using tact, patience and courtesy.
5. Policies and procedures related to the College.
6. District organization, operations, policies and objectives.
7. Financial and statistical record-keeping techniques.
8. Office management and organization techniques.
9. Record-keeping techniques.
10. Correct English usage, grammar, spelling, punctuation and vocabulary.
11. Telephone techniques and etiquette.

Ability to:

1. Demonstrate your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of administrative support activities independently to relieve the administrator of procedural duties and coordinate the day-to-day administrative operations of the office.
3. Read, interpret, apply and explain District and department policies, procedures and regulations.
4. Analyze situations accurately and adopt an effective course of action.
5. Understand and use sound judgment in recognizing and working within scope of authority.
6. Implement and oversee program or task elements related to assigned function.
7. Communicate effectively both orally and in writing.
8. Operate a computer and software programs for word processing, data entry and budget keeping.
9. Maintain records and prepare reports; compose correspondence and written materials independently.
10. Establish and maintain cooperative and effective working relationships with others.
11. Plan and organize work.
12. Meet schedules and timelines.
13. Work confidentially with discretion.
14. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Associate's degree.
2. Five (5) years increasingly responsible administrative support or secretarial experience involving frequent public contact.
3. Experience providing executive assistant support to executive level or senior level management.

WORKING CONDITIONS:

Environment:

1. Indoor work environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: October 2014

EEO Code: H-40