



**EXECUTIVE ASSISTANT, BUSINESS SERVICES**

**SALARY GRADE:** [C5-10](#)

**DEFINITION:**

Reporting to the Vice Chancellor, Business Services, represents the Vice Chancellor in first-line contacts with district, college, government personnel, other CBO's, students, and the general public. Reviews and monitors budget for Business Services and Office Services. Maintains office support equipment. Orders and maintains records for credit card program. Develops, coordinates, and administers district travel procedures and programs; generates agreements for allied health programs; works with hospital/faculty administrators and program heads in creating mutual agreements; interprets both state and district regulations, policies and procedures; and assists in final preparation of quarterly reports and budgets.

**NATURE AND SCOPE:**

The Executive Assistant, Business services, supervises no other personnel.

This position is responsible for purchasing office supplies; paying certain invoices; renewing equipment contracts; scheduling meetings; suggesting modifications to contracts and agreements based on familiarity with, and knowledge of, contract language, and reproducing documents and reports.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

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

1. Oversee the daily operation of the Business Services office, including, phones, mail, correspondence, policy/procedures, fielding questions, arranging meetings, monitoring budgets, and quarterly reports.
2. Interact with Risk Manager, program heads, other district personnel, and hospital administrators regarding allied health and other agreements.
3. Manage the district travel program.
4. Manage and maintain district credit card program.
5. Prepare requests to pay attorneys, track legal fees.
6. Assist in the preparation of Tentative and Final Budgets and Quarterly Reports, provide information to and assist external auditors in preparing audit information and communications.
7. Perform related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Familiarity with Microsoft Word, Word Perfect, Excel, FilemakerPro, Technological communication tools.
2. Basic accounting procedures.
3. Departmental procedures, practices and policies.
4. District board policies.
5. Laws, Codes, Regulations and guidelines if applicable (Title V).
6. Contract language, Educational Code, and insurance language.

**Ability to:**

1. Demonstrate 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. Communicate effectively both orally and in writing.
3. Good organizational skills and the ability to handle a variety of projects preferred.
4. Reasoning and Problem solving skills.
5. Public relations (interpersonal) skills

**Education and Experience**

Any combination equivalent to:

1. Associate's degree in business or other related field.
2. Five (5) years of responsible secretarial experience.
3. Experience in report writing and presentation.
4. Experience working for educational institution.

**Preferred Qualifications:**

1. Bachelor's degree in business or other related field.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Subject to travel to conduct work
3. Required to attend meetings and events outside of the normal workday.

**Physical Abilities:**

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

Date Approved: February 1996  
EEO Code: H-30