CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO THE CHIEF TECHNOLOGY OFFICER
(CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION
Under general direction, perform a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of assigned Office of the Chief Technology Officer; process administrative details not requiring the immediate attention of the senior level executive staff member including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The Executive Assistant to the Chief Technology Officer classification provides responsible administrative support to the assigned Office of the Chief Technology Officer. Incumbents report to and support a senior level executive with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The duties involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. Incumbents are required to be self-directed and to relieve the senior level executive of various administrative duties and provide work direction and guidance to clerical personnel assigned to the area.

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code.

REPRESENTATIVE DUTIES
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as executive assistant to the Chief Technology Officer; participate and assist in the administration of the Chief Technology Officer's Office, relieving the senior level executive of a variety of technical and administrative duties; serve frequently as a liaison between the executive and the public, students, staff, and other campus/District officials; promote and maintain positive staff, student, and community relations; exercise judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.

2. Assist Chief Technology Officer in meeting reporting requirements, functional responsibilities, and research objectives; assist in organizing programs, functions, and activities promoted by the District, College, or program area.

3. Plan and organize office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; recommend improvements in work flow, procedures, and use of equipment and forms; review, update, and inform the assigned senior level executive and others of essential timelines.

4. Assist in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develop standardized computer formats for division reports and publications; establish new and revised office procedures as appropriate.

5. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for assigned staff; process conference reimbursement and other requests.

6. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.

7. Coordinate and oversee specialized functions or projects independently as assigned; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.

8. Screen office and telephone callers; respond to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

9. Serve as liaison between the Chief Technology Officer and the Chancellor and other senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.

10. Assure that Board agenda items and supporting documents are developed, prepared, received, and forwarded within District timelines and legal requirements and guidelines; assure the senior level executive receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.

11. Assist the Chief Technology Officer in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to the senior level executive for control of expenditures; assist in resolving budget issues and problems; process budget/expense transfers; recommend budget revisions.

12. Recommend expenditures for office equipment, materials, and supplies; initiate contact with vendors for various products and services and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; post, monitor, and track invoices and other expenditures.

13. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and takes notes or records proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.

14. Take and transcribe dictation of sensitive/confidential materials; prepare a variety of correspondence, memoranda, reports, proposals, and other materials; compose and edit correspondence; record and prepare minutes from a variety of meetings; distribute material as appropriate.

15. Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature for senior level executive's approval.

16. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports; maintain manuals and updated resource materials.

17. Receive and distribute mail and identify and refer matters to the senior level executive in order of priority.

18. Utilize various computer applications and software packages; enter, update, correct, and extract information; maintain and generate reports from a database or network system.

19. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

District organization, operations, policies, and objections.
Operational characteristics, services, and activities of the functions, programs, and operations of the Chief Technology Officer's Office.
Work organization and office management principles and practices.
Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
Instructional process and college environment.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Processes, procedures, and practices of budget preparation and administration.
Principles, practices, and procedures of business letter writing.
Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
Principles and procedures used in complex, inter-related record keeping.
Principles and practices used to establish and maintain files and information retrieval systems.
Interpersonal skills using tact, patience, and courtesy.
Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.

Ability to:

Perform difficult and complex administrative and secretarial work to effectively relieve the assigned senior level executive staff member of administrative detail.
Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
Understand the organization and operation of Information Technology Services as necessary to assume assigned responsibilities.
Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
Effectively handle and resolve difficult and sensitive situations.
Plan, organize, and delegate work to meet schedules and deadlines.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare a variety of clear and concise administrative and financial reports.
Independently compose and prepare correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type at a rate of speed necessary for successful job performance.

Take and transcribe dictation at a rate of speed necessary for successful job performance.

Use sound judgment in recognizing scope of authority.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently with very little or no direction.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work or specialized training in business, secretarial science, office automation, or a related field.

Experience:

Six years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on May 21, 2019
Effective: May 22, 2019
Job Family: Confidential