

Classification Description



Job Title: Executive Assistant

Pay Grade: 18

Job Code: 3460

FLSA Status: Exempt

Job Purpose

Employees in this class provide executive level administrative support requiring long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. Incumbents may be assigned to perform several of the functions of the Administrative Assistant level, but are generally assigned to more complex work involving independent planning, coordinating, and completing special assignments as directed, to include performing research and developing written presentations. Incumbents at this level are capable of representing their supervisor at various meetings, forums, etc. Position is distinguished from that of Administrative Assistant by greater complexity, scope of support, and broader range of responsibilities.

General Responsibilities

Essential Functions

Coordinates the accurate and timely completion of both routine administrative department functions, and may delegate tasks to support personnel where applicable.

Participates in the preparation, development and assembly of board materials, presentations for College, public or community organizations, and reports or materials as required by the supervisor.

Coordinates intra- and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, meeting agendas.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Assists supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, report preparation.

Coordinates and maintains departmental filing system, to include supervisor's files, all department records, forms, reports, etc.

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Monitors and manages assigned budgets, to include grant budgets where applicable.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Assists supervisor as directed in performing administrative support and coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Coordinates and supervises any special projects that may be complex/specialized in nature as assigned.

Represents the supervisor at meetings, events and other forums as required.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Three (3) years' experience providing administrative support to a senior or executive level leader in a business or institutional setting. Additional appropriate administrative experience may be substituted for the degree on a year-for-year basis.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

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- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 1, 2009. Revised: February 18, 2011, June 18, 2013, July 1, 2014.