

**Executive Assistant to the Superintendent/President and Educational Foundation**

**Educational**

position will perform highly complex and responsible duties including, coordinating the review process of college secretary for the district's Educational Foundation. Provides information to office staff to ensure work for the Educational Foundation Board of Directors and timelines are met across various offices and departments. Performs independently in managing and coordinating centralized department and performs various highly administrative support duties related to the Educational Foundation Board members, responding to requests and activities with district divisions and outside agencies; and works with the President and district staff and the public. This is

excerpts; maintain Governing Board minutes files.

- Makes all

- District organization, programs, policies, practices, and legal requirements of the Brown Act
- Efficiently and accurately transcribing meeting minutes
- Composing correspondence, memos, and other materials
- Computer applications software for word processing, spreadsheets, desktop publishing, social media, campus-specific software such as Banner, Outlook, and BoardDocs.
- Interpreting and applying procedures and regulations.
- Effective oral and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including administrators, Board members, external agencies, and community members.
- Prioritizing workload, meeting multiple concurrent deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.

Skill in:

- Demonstrate human relations/interpersonal skills to work productively and cooperatively with diverse teams, exercise patience and professionalism when dealing with internal and external customers, convey technical concepts, and handle confidential information. Effectively deal with a wide variety of personalities and situations requiring diplomacy, confidentiality, poise, and adherence to policy and procedures.
- Demonstrate strong administrative, organizational, and coordinating skills; work independently, be innovative, flexible in prioritizing work, and be able to multitask.
- Work with and maintain confidentiality of confidential information and materials.
- Learn, interpret, and apply District policies, rules, and regulations.
- Take responsibility and use good judgment in recognizing the scope of authority.
- Compose correspondence independently.
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**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Speech and hearing to give and receive instructions, information, and presentations; vision to read text and computer screens; manual dexterity to use standard office equipment. This work is performed primarily in an indoor setting.