

CONFIDENTIAL CHANCELLOR'S EXECUTIVE OFFICER

DEFINITION

Serve as the confidential executive officer to the Chancellor, relieving the Chancellor of a wide and complex variety of administrative details, including all matters pertaining to the needs of the members of the Board of Trustees.

TYPICAL DUTIES

Serve as the primary contact in the Chancellor's Office and liaison between the Chancellor and individuals, including Board members, College Presidents, management staff, faculty, classified staff, students, representatives of the community and the general public; responsible for relaying messages accurately, responding to questions and requests, clarifying the Chancellor's position on various matters, resolving problems and/or referring to the appropriate party under limited direction while using tact, diplomacy and judgment; responsible for the overall operation and supervision of the Chancellor's Office staff; discuss, prioritize, and review calendar and events daily with the Chancellor to assure timely and appropriate coordination of offices, activities and status of assigned projects; prepare preliminary responses to correspondence for Chancellor's approval; compile agenda material for Board of Trustees meetings; responsible for adequate coverage for board meetings, including taking notes of business transacted and transcribing minutes for review and editing of the Chancellor; prepare drafts of agenda and recommendations requiring action by the Board of Trustees; work with Executive Staff to ensure that pertinent information and background materials are submitted to the Chancellor with required deadlines for distribution to board members; prepare final agenda and recommendations; prepare correspondence and maintain files on varied and confidential matters, including official actions of the board; serve as an historical resource for the District; attend to administrative detail on special matters assigned by the Chancellor; compose correspondence using initiative on matters not requiring personal responses of the Chancellor; receive and arrange calls and provide requested information where possible utilizing independent judgment, knowledge and interpretation capabilities; interviews office visitors and provide desired information; maintain strict confidentiality and discretion in written and verbal communications for the district; interpret district policies and procedures; receive complaints and refer to appropriate administrator; maintain Chancellor's appointment calendar, oversee travel and meeting arrangements for the Chancellor and members of the board; assemble statistical data and information for reports; coordinates and prioritizes work flow to support the Board and Chancellor; train, supervise and evaluate the performance of assigned personnel; perform a variety of related support tasks for the Chancellor as necessary; take the lead in conducting Chancellor's office internal support staff meetings; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of experience with Los Rios Community College District performing Administrative Assistant, Confidential Administrative Assistant, Confidential Executive Assistant or Confidential Business Services Officer duties; **OR**, five years of administrative assistant experience supporting a high level manager, executive or administrator.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of an Associate's degree from an accredited institution in business, office administration or related discipline; **OR**, a Bachelor's degree or higher in any subject area.

One year of education is equal to 30 semester units.

SPECIAL REQUIREMENTS

Type at a speed of 50 net words per minute.

KNOWLEDGE OF:

College and District-wide programs, policies, procedures regulations and processes relevant to the service area; use of technology to effectively perform responsibilities, including but not limited to word processing, spreadsheets, databases and desktop publishing; administrative and clerical procedures and systems such as filing basic accounting and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; office terminology related to the position; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; effective customer service skills; how to compose effective correspondence; principles and practices of effective communication; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices for effective leadership, supervision, and training.

ABILITY TO:

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; plan, direct and perform the activities of a particular office; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; analyze information and situations accurately and adopt an effective course of action; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; understand and effectively carry out oral and written directions; communicate tactfully, diplomatically and effectively in oral and written form; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; collaborate and foster inclusion in a diverse organization.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.