

DATE: DECEMBER 2024
FLSA: NON-EXEMPT
SALARY: P
CBA DESIGNATION: CONFIDENTIAL

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
EXECUTIVE ADMINISTRATIVE ASSISTANT,
OFFICE OF THE CHANCELLOR/BOARD OF TRUSTEES**

BASIC FUNCTION: Under the supervision of the Chancellor, performs highly skilled secretarial and administrative tasks serving the Board of Trustees and Chancellor's office.

PROVIDES WORK OR LEAD DIRECTION TO: Department Administrative Assistants, Short-Term employee(s) and/or student workers.

REPRESENTATIVE DUTIES:

1. Plans, performs, and leads the technical, secretarial, and procedural work of the Office, including work of a highly confidential nature, involving the use of considerable independent judgment and an understanding of District functions, procedures, including Board policies and administrative procedures.
2. Assists the Chancellor in their role as Secretary to the Board of Trustees. This includes scheduling, preparing and overseeing the assembling and distribution of Board of Trustees agenda and related backup materials, both in hard copy and electronic form, and proper notice/posting of the agenda.
3. Attends meetings (including committee meetings) of the Board of Trustees, and records, organizes and prepares minutes of the meetings in a timely manner.
4. Prepares for and may attend meetings of the Chancellor and the Chancellor's Cabinet, including but not limited to scheduling, report preparation, and agenda and minute preparation and distribution.
5. Maintains and leads files and records related to the operations of the office, including library of recordings of Board of Trustee meetings, and other records.
6. Screens, receives telephone calls and mail, and assists visitors for the Chancellor's office and the Board of Trustees, provides information based on knowledge, and interpretation of policies and procedures when necessary; and delegates when appropriate.
7. Schedules and arranges meetings, conferences and makes travel arrangements.
8. Prepares, produces, and distributes materials and reports, district-wide, related to programs and specialties under the jurisdiction of the office.
9. Composes correspondence, as well as preparing necessary spreadsheets and other reports as directed, for diverse audiences including but not limited to state, federal and regional agencies, partnership officials, college and district officials, community members and constituency groups.
10. Keeps files and records and supports programs, procedures and projects undertaken by the Chancellor's office.
11. Works directly and interfaces with elected bodies, governing agencies and other outside entities with diplomacy and tact, and is responsive to the needs of the office and its inter-relationships with outside parties; maintains effective relationship between Chancellor's office and key stakeholders, including senates, bargaining units, associated students, and management association.
12. Takes and transcribes dictation from shorthand, Fastnotes, audio data, or transcribing machine.
13. Develops and posts materials, agendas, reports and other office documents into the electronic document program (SharePoint) and processes agendas, reports and materials according to office protocol and practices.
14. Provides and leads support services to the Board of Trustees, Chancellor, and/or other positions within the Office of the Chancellor.
15. Provides and reviews work and gives lead direction to confidential positions in the Department, other department staff on office protocols, requirements and standards.
16. Organizes meeting with external stakeholders, including educational leaders, public/local government officials, elected officials, and business leaders.

17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in business or related field, and a minimum of five (5) years of experience working in a senior, confidential level, secretarial position, working for executive level administrators in educational institutions or other equivalent experiences in public and/or private sectors.

Preferred experience to include three (3) years of working in support of a public agency governing board (inclusive of development of agendas, reports, and minutes).

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. Microsoft Office software package (Word, Excel, Access, Power Point);
2. Galaxy, Datatel;
3. Modern office practices and equipment;
4. Administrative functions in an executive office.

Preferred knowledge of web or electronic based document and agenda process (SharePoint) systems.

ABILITY TO:

1. Operate modern office equipment, including, but not limited to, calculator, scanners, copiers, fax machines, telephones, and desktop computers;
2. Take dictation or use Fastnotes;
3. Spell correctly and communicate using good English, orally and in writing;
4. Compose correspondence independently;
5. Keyboard at a speed of not less than 50 net words per minute;
6. Index and file;
7. Interpret and explain policies and procedures;
8. Adapt to changing priorities in a high demand environment;
9. Deal effectively with public officials;
10. Establish and maintain an effective working relationship with others.

CONTACTS: May include students, staff, faculty, administrators, vendors, general public, conference facilities, business leaders, public officials.

WORKING CONDITIONS: Normal office environment, with moderate travel and lifting. Requires evening work.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.