EXECUTIVE ASSISTANT
JOB # CCC832
$3,772 - $4,577 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: June 8, 2011
CLOSING DATE: June 28, 2011
POSITION LOCATION: Cypress College – Executive Vice Presidents Office
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible.

TYPICAL DUTIES
This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support the head of a functional area(s) within a college or District; and managing office functions to assure efficient operations. This requires specialized knowledge in the functional area supported. Perform advanced administrative duties independently at the direction of the head of a functional activity within a college or District; manage daily activities to assure efficient operations; provide information to departments, personnel, students, and the public on the phone and in person; answer questions and resolve problems requiring specialized and extensive knowledge of assigned area. Coordinate the preparation of curriculum, forms and applications with instructional areas; ensure classrooms and instructional areas are maintained; assist with the tenure review process; compile and process materials for the management evaluation process. Plan and organize special projects, committees, receptions and events as assigned; maintain calendar of activities, events and special meetings; schedule appointments and meetings; prepare agenda items and materials as required; attend meetings and transcribe and distribute minutes. Assist in the compilation and preparation of budgets; maintain department expenditures and budgets; approve expenditures within established guidelines; calculate and submit time sheets; respond to inquiries regarding financial issues. Maintain a variety of complex records of confidential nature including information regarding Board, District, personnel, student, or controversial matters; input and retrieve computerized data as required. Compose and prepare correspondence independently; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize, and route mail. Order supplies and equipment, and prepare purchase requisitions; track orders to assure delivery and payment; process facilities maintenance requests. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND minimum four years (4) years of increasingly responsible administrative experience; may be supplemented by applicable college courses.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies, and rules of assigned department or program; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

Ability to: Interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 60 wpm from clear copy; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc., analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; compete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.
Licenses and other requirements: Valid California Driver’s License.

WORKING RELATIONSHIPS
The Executive Assistant maintains frequent contact with various District administrators and personnel, faculty, students, and the public.

WORKING CONDITIONS
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

DESIRABLE QUALIFICATIONS

- Experience as an administrative assistant/secretary in a college/university setting.
- Advanced coursework directly related to the requirements of the position.
- Extensive knowledge of software such as Word, Excel, Access and calendaring software.
- Ability to learn other specialized programs as required.
- Commitment to serving the needs of a diverse student, staff, and public community.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application: (All sections must be completed.)
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Cover letter (no more than 2 pages typed, 11 pt font) addressing job qualifications and responsibilities:
   Cover letter should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities, and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter will be deemed incomplete and will not be considered.

3) Copy of valid California Driver’s License:
   Must be submitted with application. Applications submitted without a copy of California Driver’s License will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC832, Executive Assistant, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before June 28, 2011, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The District will not return or make photocopies of application materials. Failure to complete these sections will result in exclusion from the applicant pool.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available at www.nocccd.edu.