EXECUTIVE ASSISTANT
JOB # CCC923
$4,175 - $5,066 per month
This is a classified position subject to a one-year probationary period.

DATE POSTED: February 11, 2015
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: March 2, 2015
POSITION LOCATION: Cypress College - Vice President’s Office, Administrative Services
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
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.

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; complete 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. *Applicants selected for Interview will be required to pass a typing test.*

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.
Licenses and other requirements: Position requires a valid California Driver’s License. Incumbent may be required to travel off site for business reasons. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

WORKING RELATIONSHIPS
The Executive Assistant maintains frequent contact with various District departments 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
Strong knowledge of software such as Word, Excel, Outlook, and Access and ability to learn other specialized programs including current forms of electronic media.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

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

2) Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter and resume 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 and resume 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 #CCC923, 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 March 2, 2015, 5:00 p.m. Postmarks will not be honored. Application materials received after the deadline date will not be considered. 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 date. 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. Possession of the minimum qualifications does not ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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. Veteran status and people with disabilities are encouraged to apply. 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 online at www.nocccd.edu