EXECUTIVE ASSISTANT III

JOB #DEN989

$4,334 - $5,538 per Month

The District pays employee’s portion of PERS retirement contribution. This is a confidential position subject to a one-year probationary period.

DATE POSTED: June 18, 2014
CLOSING DATE: July 10, 2014
POSITION LOCATION: Anaheim Campus – Educational Services/Technology
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday – Friday
(STARTING DATE: As soon as possible)

TYPICAL DUTIES

This position is responsible for performing a variety of comprehensive, complex and specialized administrative duties to support a college president, provost or District vice chancellor which includes access to confidential information that is used to contribute significantly to the development of management positions. The duties of the position require extensive knowledge of District policies and procedures, the ability to exercise independent judgment, action, and discretion in handling confidential information and materials, and specialized knowledge of the functional area supported. Perform advanced administrative duties independently at the direction of a college president, provost, or District vice chancellor; manage daily activities to assure efficient operations; schedule and confirm appointments; coordinate appointment calendar; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize and route mail; plan and organize special projects, committees, receptions and events as assigned; maintain calendar of activities, events and meetings; take, transcribe, and distribute minutes of meetings. Assist in the development and presentation of management positions with respect to employer-employee relations as directed; prepare confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances. Independently compose and prepare a variety of materials including correspondence, purchase requisitions, proposals, and memoranda; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical narrative reports from a variety of sources; review documents and data for accuracy and completeness; prepare, organize and coordinate Board Agenda items for the assigned area of responsibility; conduct research and special projects as assigned; compile, organize and abstract information and materials. Serve as liaison in communications with staff, legislators, community, civic and business representatives and the general public for the assigned area of responsibility; coordinate information and communication between District and campus administrators and personnel; provide information to departments, personnel, students and the public; answer questions and resolve problems requiring specialized and extensive knowledge of assigned area. Assist in the development and preparation of the annual preliminary budget for assigned area of responsibility; assist in monitoring and controlling expenditures; approve expenditures within established guidelines and at the direction of the supervising administrator; maintain detailed and comprehensive reports, records and files regarding programs, operations, and activities. Maintain a variety of complex records of a confidential or controversial nature including information regarding the Board of Trustees, District, personnel, students, and collective bargaining negotiations; input and retrieve computerized data as required. Order supplies and equipment; prepare purchase requisitions; track orders to assure delivery and payment; process facilities maintenance requests. Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances (e.g., computer software applications) 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; supplemental college coursework desirable. Minimum four (4) years of increasingly responsible administrative experience, preferably in an educational setting.

**Ability to:** Compose correspondence and other written materials independently; proofread and edit written materials to assure accuracy and completeness; process confidential materials and information related to collective bargaining and personnel; 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; read, interpret, apply and explain laws, regulations, policies and procedures; 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 the scope of
authority in making independent decision; 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; laws and regulations applicable to assigned functional area of responsibility; organization, policies, and procedures of assigned functional area of responsibility; the policies and regulations related to accessing and processing confidential information and materials; administrative office management; modern office practices, procedures and equipment; correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures and budget preparation and maintenance; of various computer software applications.

Licenses and other requirements: Position requires a valid 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 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 III 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.

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 Driver’s License:**
   
   Must be submitted with application. Applications submitted without a copy of 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 #DEN989 Executive Assistant III 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 **July 10, 2014, 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 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. 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. 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