EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT
JOB #FCC949
$3,772 - $4,577 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 18, 2009
CLOSING DATE: June 2, 2009
POSITION LOCATION: Fullerton College
SCHEDULED SHIFT: 8:00 a.m. to 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 operation. 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 classroom 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 budget; 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 revised schedule 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 directs calls; received, 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; 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,
EXECUTIVE ASSISTANT - Continued

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 in the District’s Human Resources office.

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 at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

- **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, signed and returned with the application.

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 #FCC949, 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 2, 2009, 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. All employees driving either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

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. *Applicants selected for interview will be required to pass a typing test.

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