

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Executive Assistant	Range:	41
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

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.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs advanced administrative duties independently at the direction of the head of a functional activity within a college or District; manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.
2.	Coordinates the preparation of curriculum, forms and applications with instructional areas; ensures classrooms and instructional areas are maintained; assists with the tenure review process; compiles and processes materials for the management evaluation process.
3.	Plans and organizes special projects, committees, receptions and events as assigned; maintains calendar of activities, events and special meetings; schedules appointments and meetings; prepares agenda items and materials as required; attends meetings and transcribes and distributes minutes.
4.	Assists in the compilation and preparation of budgets; maintains department expenditures and budgets; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues.
5.	Maintains a variety of complex records of confidential nature including information regarding Board, District, personnel, student, or controversial matters; inputs and retrieves computerized data as required.
6.	Composes and prepares correspondence independently; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes, and routes mail.
7.	Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**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, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of basic bookkeeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to type at 60 wpm from clear copy  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Some departments may require a valid California Driver's License

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**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.

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