



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Assistant to the Chancellor's Office	Salary Range:	35C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

The Executive Assistant to the Chancellor's Office provides high-level administrative support to the Chancellor, District Manager, Chancellor's Office, and the Board of Trustees, while coordinating key Board operations. The Executive Assistant oversees logistics for Board of Trustees' meetings, maintains official records and documentation, oversees purchasing activities, and facilitates internal and external communications, ensuring the efficient and effective functioning of the Chancellor's and Board of Trustees' Office.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Chancellor's Office is distinguished in its plural focus on supporting the Chancellor's Office, the District Manager, Chancellor's Office Operations, and facilitating Board of Trustees operations. The Executive Assistant is classified as confidential due to its access to sensitive information regarding management positions within a collective bargaining context, requiring a high level of discretion, reliability, and comprehensive knowledge of governance and administrative procedures.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Advanced Administrative Support

1. Performs advanced administrative duties independently and at the direction of a designated chancellor's staff administrator, including drafting, reviewing, and editing correspondence, reports, and presentations.
2. Oversees daily activities to ensure efficient operations, including scheduling and confirming appointments, coordinating calendars, and greeting and directing visitors.
3. Initiates and answers telephone calls, screens and directs calls, receives, opens, prioritizes, and routes mail.
4. Orders supplies and equipment and process facilities maintenance requests.

Document and Communication Management

5. Independently composes and prepares a variety of materials including correspondence, purchase requisitions, proposals, and memoranda.
6. Formats presentations and reports; develops and revises schedules and forms.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

7. Compiles and prepares complex statistical narrative reports from a variety of sources.
8. Maintains detailed and comprehensive reports, records, and files regarding programs, operations, and activities.

Budget and Expenditure Management

9. Assists in the development and preparation of the annual preliminary budgets for the assigned area of responsibility.
10. Monitors and assists in controlling expenditures; tracks and reconciles procurement.
11. Approves expenditures within established guidelines under the direction of the supervising administrator.

Liaison and Public Relations

12. Facilitates electronic communications to ensure efficient information flow between the Chancellor's Office and other departments.
13. Serves as liaison in communications with staff, students, legislators, community, civic and business representatives, vendors, and the general public.
14. Coordinates information and communication between District and campus administrators and personnel.
15. Provides information to departments, personnel, students, and the public on complex issues.

Meeting and Committee Coordination

16. Coordinates the submission of Board of Trustee meeting agenda items, ensuring all documentation is accurate, complete, and in compliance with state and federal rules and regulations related to public sector governance activities.
17. Plans and organizes special projects, committees, receptions, and events as assigned in support of the Chancellor's Office and/or District/campus initiatives, goals, and objectives.
18. Maintains calendar of activities, events, and meetings; takes, transcribes, and distributes minutes of meetings.
19. Attends various meetings as required; serves on committees and special projects.
20. Coordinates programs and services as appropriate with other district and campus personnel.
21. Researches, identifies, and coordinates contracts with external vendors, contractors, speakers, and other individuals or organizations to provide services, as needed; partners with Procurement and/or Administrative Services to facilitate negotiations and execute agreements in accordance with District policies and procedures.

Training and Supervision

22. Trains and provides work direction and guidance to other staff members as directed.

Chancellor's Office Operations and Support

23. Directly supports the assigned manager in all administrative functions to ensure seamless daily operations of the Chancellor's Office.
24. Manages the assigned manager's calendar, including the coordination of appointments, meetings, and travel arrangements.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

25. Assists in preparing and managing communications and documentation related to the assigned manager and/or office.

Technology and Process Improvement

26. Utilizes advanced technology tools to collect, analyze, report, and present data effectively.
27. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

28. Actively participates in and supports DEIA initiatives within the office and across the institution.
29. Contributes to creating and maintaining an inclusive and equitable environment by implementing DEIA best practices in all aspects of office operations and interactions.

General

30. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Business Administration, Public Administration, or related discipline; **AND**
- Five (5) years of experience in an executive administrative role, with substantial experience supporting board-level operations or a similar governance-focused role;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position

DESIRABLE QUALIFICATIONS

- Experience in a similar role within a higher education or public sector environment, particularly supporting a board or senior executives.
- Training or certification in governance, legal compliance, or procurement.
- Proficiency in board management software and advanced financial management systems.



Job Description

- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Thorough knowledge of the role and responsibilities of a Chancellor's Office and Board operations in a college district, including reporting and compliance duties.
- Comprehensive knowledge of board governance, public administration principles, and higher education policies.
- Knowledge of the California Education Code related to the area of assignment.
- Knowledge and a deep understanding of legal requirements and confidentiality obligations related to board operations and collective bargaining environments.
- Knowledge and understanding of DEIA principles and their application in higher education settings.
- Knowledge of and proficiency in specialized software for board management and procurement processes.

Skills:

- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Advanced written and verbal communication skills, capable of handling sensitive communications and producing high-level documentation.
- Expertise in procurement, budget management, and financial tracking.
- Proficiency in technology, including advanced office software, data analysis tools, and presentation software.
- Event planning and coordination skills, including the ability to manage logistics and details for meetings, workshops, and special events.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and prioritize tasks in a dynamic environment.
- Ability to work independently and collaboratively within a team environment.
- Ability to maintain confidentiality and manage sensitive information with the utmost discretion.
- Ability to manage complex scheduling and logistics for high-level meetings and events.
- Ability to lead initiatives related to DEIA, ensuring inclusive practices are embedded in all aspects of the office's operations.
- Ability to foster strong relationships with internal and external stakeholders, including board members and community partners.
- Ability to analyze and report on data to support decision-making and compliance efforts.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.



Job Description

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.