SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Executive Assistant to the Associate Vice President of Human Resources, (CONFIDENTIAL)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This is a confidential class designated by the Board of Trustees of the Shasta Tehama Trinity Joint Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code. Under direction of the Associate Vice President of Human Resources, the employee performs complex and specialized administrative tasks and a variety of administrative support and secretarial functions, provides support to the human resources function and assists in the organization and coordination of the staff activities of the office as assigned. The incumbent is also charged with the satisfactory implementation of Board policy and District procedure and is expected to exercise a high degree of independent judgment, take initiative, apply discretion, and be sensitive to the confidential nature of the work.

SUPERVISOR: Associate Vice President of Human Resources

TYPICAL DUTIES

- Coordinate the office of the Associate Vice President of Human Resources, assign, schedule, coordinate, oversee, and evaluate the flow of office work and ensure that work is performed in a timely and accurate manner; coordinate scheduling and correspondence for all matters relating to the Office of Human Resources;

- Perform routine secretarial tasks including maintaining Associate Vice President's calendar, scheduling appointments, managing Associate Vice President's incoming and outgoing mail, and maintaining confidential records;

- Perform administrative support duties to assist the Associate Vice President in meeting various functional responsibilities (e.g., collective bargaining, grievance, and complaint issues), reporting requirements (e.g., state and federal reports including full-time faculty obligation, staff data, and staff diversity), and research objectives; draft correspondence as assigned.

- Maintain access to documents, information and discussions relating to the collective bargaining activities; prepare information used in collective bargaining strategies as requested; take minutes, prepare documents and coordinate agendas; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

- Serve as liaison between the Associate Vice President of Human Resources and the public, staff, and other District or campus officials; coordinate activities with the District’s legal counsel on behalf of the Associate Vice President as assigned;

- Coordinate and assist in the preparation of Board Agenda items and supporting documentation; develop, prepare and forward within District timelines and legal guidelines;
• Perform a variety of project functions; review, receive and initiate the processing of worker’s compensation claims and health and welfare benefits changes; submit paperwork, keep data current on the database system and prepare reports as assigned.

• Monitor office budget and expenditure of funds; recommend budget revisions, transfers, and expenditures for all functions within the scope of responsibility of the Associate Vice President of Human Resources, receive, verify accuracy, assign budget code and oversee preparation of requisitions for acquisition of services, goods or materials;

• Provide assistance to the Associate Vice President of Human Resources in coordinating operational functions and activities of District-wide human resources activities; independently assume responsibility for a wide variety of complex administrative tasks;

• Coordinate and manage specialized functions or projects independently as assigned; perform various special surveys that require gathering information, compiling data, and formatting and preparing reports as directed;

• Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information, including information regarding Board, District, personnel, student, collective bargaining or controversial matters.

• Provide information and data requested from other operational units of the College as directed;

• Train and direct student and short term workers as assigned; organize, coordinate and oversee office workflow; assure completion of clerical assignments in accordance with established time lines and approved procedures.

• Interpret general policies, regulations and operational procedures within area of assignment to staff, students and community members contacting the Associate Vice President's office;

• Develop schedules related to a wide range of activities and services; maintain calendars and coordinate committee and other meetings; review, update and inform the Associate Vice President and others of essential timelines;

• Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate; develop follow-up calendar of activities;

• Assist in the administrative detail associated with planning new and modified human resources procedures for District-wide activities; coordinate printing and distribution of final documents; respond to inquiries regarding procedures;

EMPLOYMENT STANDARDS

Knowledge of:

• Operational characteristics, services, and activities of the functions, programs, and operations of the Human Resources Office.

• Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

• Work organization and office management principles and practices.

• Principles, practices, and procedures of business letter writing.
• Principles and practices used to establish and maintain files and information retrieval systems.
• Methods and techniques of proper receptionist and telephone etiquette.
• Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
• English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

• Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
• Understand the organization and operation of the Human Resources Office as necessary to assume assigned responsibilities.
• Perform responsible and difficult executive assistant duties involving the use of independent judgment and personal initiative.
• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
• Exercise good judgment and discretion in analyzing and resolving confidential, difficult, and sensitive situations.
• Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
• Type or enter data at a speed necessary for successful job performance.
• Use correct English usage, grammar, spelling, punctuation, and vocabulary.
• Prepare a variety of clear and concise administrative and financial reports.
• Implement and maintain filing systems.
• Independently compose and prepare correspondence and memoranda.
• Plan, schedule, direct, coordinate, and review the work of assigned staff in a manner conducive to proficient performance and high morale.
• Plan and organize work to meet schedules and changing deadlines.
• Work within the policies, functions, and requirements of area of assignment.
• Operate office equipment including computers and supporting word processing, spreadsheet, database and software applications.
• Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
• Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
Education/Experience:

- An Associate’s degree from an accredited college or university with major course work in an area related to the major responsibilities of this position.
- Four years preferred of responsible working experience in providing administrative support to an executive-level position. Experience in an educational setting is desirable.

Purpose of class

To provide the Associate Vice President of Human Resources with secretarial, project development and administrative support-type services.

Note: This class specification is not necessarily all-inclusive in terms of work detail.

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