



JOB TITLE: ASSISTANT TO THE VICE PRESIDENT

Classification: Confidential
Salary Range: 18

Retirement Type: PERS*
Revised/Board Approved: June 20, 2022

BASIC FUNCTION:

Under general supervision of the Vice President, performs complex and specialized administrative work including legal and other related research; facilitates and supports overall management and operations in the department. Participates in the development and implementation of short- and long-term plans for the Vice President's office operations. Represents the Office of the Vice President and serves as an information resource for the department. Researches and resolves problems or questions referred by staff, faculty, students, visitors, and/or external contacts.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to this classification are assigned a wide variety of the most difficult and confidential administrative duties as assistants to the Vice Presidents.

REPRESENTATIVE DUTIES:

Performs a variety of administrative duties of a complex and confidential nature. Participates in the development and implementation of short- and long-term plans for the Vice President's office operations. Independently makes daily administrative and operational decisions, and ensures the Vice President is informed of relevant matters.

Takes and transcribes dictation.

Attends various meetings and/or labor negotiation sessions as needed. Records and distributes minutes of meetings when necessary.

Composes correspondence and prepares reports.

Maintains files, records, board agendas, and schedules. Prepares Board Agenda closed session materials and open session board items. Ensures that Board agenda items and supporting documents are accurate, verified for completeness, prepared for Cabinet review, and routed within District timelines.

Performs research and gathers data from a variety of sources which may include the internet, outside legal counsel, Education Code, Brown Act rules, Robert's Rules of Order, federal and state laws, and District policies and procedures. May assist in assembling and maintaining collective bargaining materials and notes in relation to negotiations.

Interprets, applies, and explains District policies and procedures, memorandums of understanding, and collective bargaining agreements.

Monitors and tracks departmental budgets. Provides regular budget reports to the Vice President for control of expenditures. Assists in preparing annual budgets, budget review, and year-end closing. Prepares expense transfers. Monitors purchases and inventory supplies, furnishings, and equipment for office staff. Researches and suggests alternative purchasing, budgeting, and/or vendor recommendations as needed.

Communicates with management, faculty, staff, students, Board members, and the general public. Researches and resolves problems or questions. Assesses the urgency of situations to determine priorities and appropriate actions and/or referrals. Facilitates timely, reciprocal exchanges of communication and critical information.

Serves as a liaison between the VPs office and the college managerial and support staff, faculty, students, and representatives from the communities, community college, and university systems. Receives and screens visitors and incoming calls.

Handles confidential information regarding management, faculty, staff, and/or students and controversial matters including legal subpoenas for information. Follows appropriate internal procedures for requests for information on collective bargaining data, formal grievances, mediations, informal complaints, and/or lawsuits. Responds on behalf of the Vice President to college personnel, students, Board members, the general public, auditors, outside law firms, and/or regulatory agencies as appropriate.

Schedules and arranges the Vice President's calendar. Determines calendar priorities and coordinates with other staff engaged in scheduling the Vice President's time. Alerts appropriate individuals of conflicts and reschedules as appropriate. Books travel, reservations, conference registrations, etc. and ensures calendar is updated with relevant details to keep the Vice President aware of issues and/or itineraries.

Plans and coordinates department events and meetings. Ensures all necessary arrangements are ordered, scheduled, prepared, communicated, assembled, distributed, and properly managed.

Provides guidance to clerical and other office staff as may be assigned. Coordinates and oversees office workflows and projects. Provides backup support for other support staff within VP Area as needed.

Works on special projects or committees as assigned by the Vice President.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

High school diploma or GED. Four (4) years of full-time paid experience performing high level administrative duties in support of an executive's office or administrator's office.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of current office practices, procedures, and techniques, including use of PCs and relevant software programs/tools.

Knowledge of sound business communication by telephone and written correspondence.

Knowledge of organizing and maintaining complete and extensive filing systems.

Experienced in preparing clear, accurate, and concise records, reports, and presentations.

Experienced in managing heavy calendars, coordinating meetings, and making detailed travel arrangements and itineraries.

Principles of providing training and work direction.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District rules, regulations, policies, and procedures.

Abilities/Skills:

Skilled at analyzing, problem-solving, and multi-tasking.

Skilled at being highly diplomatic, collegial, and professional at all times.

Perform difficult and responsible administrative work using independent judgment.

Devise and adopt office procedures to changing organizational needs.

Maintain complex and confidential records.

Compose correspondence independently.

Research and assemble a variety of data for reports.

Communicate effectively and maintain cooperative relationships with others.

WORKING CONDITIONS:

Typical office setting.

Extended work hours on occasion based on business necessity.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 pounds.

Ability to move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.