

**PERALTA COMMUNITY COLLEGE DISTRICT - September 26, 2007**

**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**ASSISTANT TO THE CHANCELLOR  
(Management Salary Range 1)  
Job Code: 669**

**CLASS PURPOSE**

The Assistant to the Chancellor/Board Clerk performs a wide variety of professional and administrative level duties pertaining to the general operations of the Chancellor's Office and Board of Trustees. Attendance at evening meetings is required in this position.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides highly confidential administrative support to the Board of Trustees and Chancellor; coordinates and schedules various Board appointments, meetings, special events; maintains and coordinates appointment and activity schedules and calendars for the Board; makes travel arrangements and reservations; reserves meals, facilities, equipment, services and supplies for meetings and other events as needed.
- Prepares materials for Board and Executive Staff, and prepares and distributes board notices.
- Assists with ensuring meetings are in compliance with the Brown Act.
- Attends all Board Meetings, including Closed Session.
- Attends committee meetings, workshops, and special sessions of the Board; takes and produces minutes of meetings.
- Takes and maintains minutes, proclamations, and resolutions of Board actions.
- Maintains Board of Trustees' historical and current official files and other information pertinent to the legal aspects of the District's functions, i.e., elections, re-districting, voting regulations, bond measures, District policies and procedures, legal opinions, ethics training, etc.
- Prepares correspondence on a variety of matters including those of a confidential nature; may review, revise, edit, format and proofread a variety of materials.
- Performs a variety of clerical accounting duties in support of office activities; processes and monitors funds and processes Board related requisitions and purchase orders.
- Provides staff assistance to the Chancellor in the follow-up of assignments given to District executive staff, and received by the Chancellor from the Trustees.
- Serves as Office Manager for the Chancellor's Office. Supervises the Staff Assistant/Chancellor's Office. Reviews office mail daily.

**Job Description:** Assistant to the Chancellor

- Maintains Board of Trustees budget.
- Remains current concerning problems, situations and conditions of special interest to the Chancellor or Board of Trustees; exercises independent judgment concerning matters requiring the Chancellor's and/or Board's attention. Works to anticipate and resolve conflicts.
- Maintains strict confidentiality in all matters dealing with the Board of Trustees and the Chancellor.
- Maintains Board of Trustees Website; posts and maintains web-based meetings and proceedings utilizing web-based software (e.g., Granicus). Posts board meeting announcements on Gov Delivery.
- Assists Student Trustees in their duties.
- Coordinates meetings and trainings for administrative assistants.
- Coordinates Master Calendar access.
- Takes Strategic Management Team (SMT)/Executive Cabinet meeting minutes.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Possession of a Bachelor's degree from an accredited college or university and five years of broad and increasingly responsible clerical/secretarial experience, four years of which must have been in an executive secretarial or administrative assistant position, preferably in the field of education; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Ability to accurately take and transcribe minutes of meetings.
3. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint, etc.) and the Internet browser, websites and e-mail.
4. Knowledge of English usage, spelling, grammar and punctuation, basic arithmetic, filing and record keeping procedures, and receptionist and telephone techniques.
5. Knowledge of:
  - Office procedures and practices, including filing systems, reception and telephone techniques; business forms, operation of duplicating equipment, and letter and report writing.
  - Rules, regulations, laws and policies governing school districts.
  - English usage, spelling, vocabulary, grammar, and punctuation.
  - Ralph M. Brown Act, Public Records Act and California Education Code.
6. Ability to:

**Job Description:** Assistant to the Chancellor

- Work independently.
  - Type with speed and accuracy.
  - Compose reports and correspondences independently.
  - Communicate effectively and tactfully in both oral and written form.
  - Perform difficult secretarial, clerical and word processing with accuracy and speed.
  - Organize work and take care of administrative details.
  - Compile and maintain accurate and complete records and reports.
  - Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
  - Analyze situations accurately and adopt an effective course of action.
  - Interpret and apply District rules, laws, and policies with good judgment.
7. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Administrative/Secretarial experience preferably in the field of public education.
- Bachelor Degree preferred.
- Experience in managing office and administrative support.
- Documented success in taking and producing accurate and timely minutes.
- Experience with web-based software (e.g., Granicus or equivalent).

**ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

**PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping

**Job Description:** Assistant to the Chancellor

- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13