

JOB DESCRIPTION



Position Title: Executive Assistant – Administrative Services

Department: Administrative Services

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE08

Position Summary: The Executive Assistant Administrative Services is responsible for providing high level, detailed, comprehensive organizational and office management support to the Executive Vice President for Administration (EVPA) and the departments that report to the EVPA, including Athletics, Facilities and Risk Management, Finance, Human Resources, Payroll and Benefits, Procurement, and Technology Services, in a discreet, professional, and confidential manner requiring the application of specialized technical and administrative knowledge and the exercise of initiative, critical thinking, independent judgment, and decision making.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides comprehensive support to the EVPA and Administrative Services departments, by preparing, receiving, and distributing letters, memoranda, and other correspondence; reviews documents presented for EVPA approval and/or signature to ensure completeness, maintains department files, a master department calendar, and serving as a liaison for employees, students, and visitors

Assists in monitoring compliance with established policies, practices and procedures; responds to inquiries and assisting in understanding established policies and procedures; reviews submitted action documentation for completeness, ensuring proper signatures and other authorizations as needed

Prepares Governing Board action and information items coming from Administrative Services departments for EVPA review prior to submission for board packets

Monitors correspondence and emails for public records requests to ensure proper documentation and follow up to requests in a timely manner

Provides support in maintaining insurance policy documentation and contractual files in collaboration with Procurement, drafts minor contractual modifications as directed

Manages benefited employee personnel files and provides back up support to human resources department staff with the onboarding and separation of employees, including ensuring personnel files are complete and up to date, entering data into records management system for tracking and reporting purposes

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Maintains department fiscal records, including processing of purchase and travel requisitions, purchase orders, invoices, travel vouchers, etc. and reconciliation of budgets; investigates vendor issues as needed. Reconciles and files purchase card transactions for the EVPA and other department staff as needed

Serves as a recorder for Employee Senate, Employee Relations, and Safety Committees, including communicating with committee members, taking minutes, reserving rooms, and maintaining committee document storage, etc.

Works in collaboration with other division staff to respond to inquiries in a professional, helpful manner and directing visitors as appropriate, and serves as backup in the maintenance of division web pages and portal documents, including maintaining electronic forms for a variety of college business functions

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree in related field from an institution accredited by an institutional accrediting body of higher education recognized by the US Department of Education

Five years of progressively responsible office management/administrative support experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of general office maintenance and practices; filing systems (alpha and numeric), word processing, database, presentation, and spreadsheet applications, specifically Microsoft Office applications;

Knowledge of and ability to create correspondence using proper letter composition, grammar, spelling and punctuation standards in English

Knowledge of college operational practices, policies and procedures, and the ability to assist employees and students in understanding them

Knowledge of and ability to comply with budget development practices and processes and project management practices and protocols

Knowledge of the proper operation of and the ability to use personal computers, standard office equipment; basic mathematics, and basic bookkeeping

Skill in interpersonal communication and cooperative problem solving and the ability to exhibit effective telephone etiquette and basic public relations skills

Ability to communicate effectively, verbally and in writing; relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

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Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to effectively identify and resolve problems related to every-day administrative support functions; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) in utilizing various programs

Ability to produce or compose formal documents, reports and records

Ability to operate standard office equipment; develop effective working relationships with executives, board members, supervisors, fellow employees, vendors, and the public

Ability to maintain accurate office procedures

Ability to supervise and monitor the work of others

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting the majority of the time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Executive Vice President for Administration

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.