

EXECUTIVE SECRETARY TO THE PRESIDENT - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President of the Community College, this position performs executive secretarial tasks; relieving the President of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, the press, and the general public. The incumbent is appointed by the President of the Community College serves at the discretion of the President. This position also serves as the office manager of the administrative unit of the department, ensuring orderly and efficient administrative and clerical support. Incumbents may be expected to work over-time to provide support services at various scheduled board meetings. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the President and some managerial staff, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the President and/or staff;

Maintains calendar of appointments for the President, ensuring the President is apprised of all appointments and changes as well as matters requiring immediate attention;

Develops and maintains all office support procedures both directly and through supervision of staff to ensure that clerical support tasks are performed in a timely and efficient manner and for effective office management;

Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the President; gathers appropriate material to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Coordinates and directly supervises the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among department staff;

Processes personnel and payroll records and forms, requisitions office supplies, and performs other administrative support procedures for effective office management;

Opens and screens mail addressed to the President, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the President, ensuring that material is properly marked and accessible for immediate use;

Maintains files of all minutes taken at committee meetings and board meetings for future reference;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates all travel arrangements for the President;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing finalized agenda;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

Performs secretarial and administrative tasks for the College Board, including transcribing minutes, scheduling meetings, preparing informational material for Board Members and reviewing needed documentation for clarity and completeness;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the Commissioner's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and seven years of clerical and stenographic experience, one of which must have been at a supervisory or executive secretarial level.