Assistant, Senior Executive

FLSA Status: Exempt
Pay Grade: 19
Job Title ID: 211002
Job Series/Job Family: Misc Department Support Series / Administrative & Clerical Support Family

Reports To

President/CEO

Job Purpose

To provide executive level administrative support for College responsibilities of the Board of Trustees and the Office of the President.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides executive level support to the President and Board of Trustees by staffing the Board Office and assisting the President/CEO in preparing for meetings with Board Officers and public Board meetings.
2. Attends Board meetings to prepare for, coordinate, record and manage activities.
3. Coordinates and maintains the Board operating budget.
4. Posts board agendas at campus locations in the in-district taxing area.
5. Organizes and maintains schedules, calendars, and appointments including detailed arrangements for meetings and events, preparing agendas, minutes and support materials; making meeting space arrangements and coordinating resources; and follow-up items as directed.
6. Establishes and maintains files, records, logs, and other tracking systems for a variety of information, projects and events. Responsible for operating processes such as recordkeeping systems, forms control, and budgetary requirements to create new systems or procedures.
7. Performs complex computer activities including word processing, data processing, web site updates, scheduling processes, and visual and graphic presentations.
8. May manages and implement special projects including researching and analyzing information and data; interpreting and applying policies and procedures.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Understanding of Open Records/Open Meetings Act and Roberts Rules of Order.
- College operations and organization, policies, and procedures.
- Records retention, preservation, and recording.
- Office management processes and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule including evenings and weekends.
- Effective interpersonal communications skills.

- Effective organizational and planning skills.
- Effective writing skills (English usage, grammar, spelling, punctuation, and vocabulary).
- Exercising independent judgment including interpreting and applying rules, regulations, policies, and procedures.
- Compiling and organizing complex material, summarizing discussions and actions taken in report form.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using advanced office software applications and website, publishing and presentation software such as FrontPage, DreamWeaver, Publisher, and/or PowerPoint.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments
- Occasional lifting of objects up to 20 pounds

Work Experience

Required

- Three years office or administrative work experience in an executive level environment.

Education

Required

- Associate's degree in office management or related field; Or an additional five years of high level administrative work experience in an executive level environment.

Licenses/Certifications

Required

- Valid Texas Driver's License.

Other

Required

- Reliable transportation for district travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.