EXECUTIVE ASSISTANT (CONFIDENTIAL) - TWO POSITIONS
President's Office & Business and College Services
Classified Confidential Position
100%-12 Months
#043

Final date to file district application: Wednesday, June 3, 2015 by 5:30 p.m.
Monthly Salary Range: $5,995.87 - $7,652.41 (Starting Salary $5,995.87)
Hours/Days to be worked: Monday-Friday between 8:00 a.m. and 4:30 p.m.

DEFINITION:
Under general direction, serves as the primary assistant to the Superintendent/President, Senior Vice President/Assistant Superintendent or Chief Counsel. This position performs a wide variety of complex, sensitive and confidential administrative support functions; independently makes decisions and handles issues using discretion and applies knowledge of relevant law and District policies, regulations and procedures; assists in organizing work, training and overseeing office operations and assigned staff; and performs related duties as assigned.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Performs a wide variety of administrative tasks to relieve the Executive Administrator of details and routine matters. Exercises a very high degree of independent judgment, tact, and discretion in the execution of assigned responsibilities.
- Reviews and evaluates communications for urgency and nature of business; determines which communications to handle personally and which to refer to other staff members.
- Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for information; refers matters to appropriate District staff and/or takes or recommends action to resolve requests; provides information regarding District policies and procedures and administrative regulations.
- Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Executive Administrator and other managers; answers e-mail questions received for the Executive Administrator.
- Sets up and maintains Executive Administrator calendar; coordinates, arranges and confirms meetings; screens requests for appointments; makes and confirms travel and conference arrangements; develops and completes itineraries and other related documents.
- Prepares agendas and minutes for meetings and committee’s established by the Executive Administrator.
- Monitors and reconciles budgets in consultation with the Executive Administrator; prepares requisitions, check requests, budget spreadsheets, and processes invoices for payment; prepares absence and payroll records.
REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY) (CONT.):

- Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for the Executive Administrator designs, creates, organizes and maintains specialized and other office files or filing systems; establishes and maintains confidential, subject and tickler files.
- Assists in the supervision of the operations of the Executive Administrator’s office and controls the work flow to meet deadlines; provides guidance and training to other office staff.
- Plans, organizes and makes arrangements for special events and meetings; secures event locations and arranges set up.

OTHER DUTIES:
- Performs related duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Functions and organizational policies of the college.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Basic principles and practices of public administration, including maintenance of public records.
- Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data to include Microsoft Office Word, Excel, PowerPoint, and Outlook calendar.
- Research techniques, methods and procedures.

ABILITY TO:

- Plan, organize and carry out the daily activities and administrative functions of the Executive Administrator’s office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules and policies.
- Operate a keyboard accurately, at a proficient speed.
- Take notes and transcribe minutes of meetings.
- Operate a computer and other standard office equipment and software.
- Manage multiple and rapidly changing priorities.
- Organize, research and maintain complex and/or confidential files.
- Compose correspondence, prepare documents and make arrangements from brief instructions.

- Communicate clearly and effectively, both orally and in writing, to include the preparation of clear and concise reports and records as well as the ability to respond with both discretion and diplomacy in sensitive situations.
- Maintain highly sensitive and/or confidential information.
- Establish and maintain highly effective working relationships with a variety of stakeholders encountered in the course of work.
- Work in a multicultural and multiethnic environment.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Two years of college-level course work consistent with the responsibilities assigned, AND
- Five years of full-time progressively responsible administrative or office management experience, including service to an upper-level management position or experience sufficient to successfully perform the essential duties of the job as listed. College-level coursework in public administration, business management and/or communications is highly desirable.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

LEVEL OF SUPERVISION EXERCISED:

None.

PROBATIONARY PERIOD:

One year.
SALARY AND BENEFITS:
Salary and other terms of employment are competitive. This is a confidentially designed position and, as such, placement will be at Range 60 on the District Classified Confidential Salary Schedule, which is available online at www.pasadena.edu.

NOTE: The term “Confidential” refers to an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions, as communicated in Government Code Section 3540.1.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by June 3, 2015 will receive full consideration.

Please keep in mind the following:
- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and “open until filled,” unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4–5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. Cover letter
2. Professional resume
3. Unofficial transcripts of undergraduate work are required. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
4. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

The College is expecting to conduct initial interviews the week of July 6, 2015.
ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer