

Position Information	
Title	Executive Assistant to the Vice Chancellor Administrative Services
Job Category	Management
Position Number	
Location	
Job Description	<p>BASIC FUNCTION:</p> <p>With limited direction of the Vice Chancellor and minimal supervision, provide complex executive administrative support to relieve the Vice Chancellor of administrative tasks; process executive administrative details independently including the preparation of reports, coordination of functions, communication of District procedures, creation of technical and complex documents and other administrative tasks; provide confidential, executive, professional level work in the areas of risk management, workers' compensation and self-insured programs; may be assigned responsibilities in any functional area of administrative services requiring a broad range of knowledge; formulate, affect, interpret and implement management policies and operating procedures.</p> <p>DISTINGUISHING CHARACTERISTICS: The Assistant to the Vice Chancellor Administrative Services classification is distinguished from other secretarial classifications, the incumbents report to the Vice Chancellor, manage an administrative office and has the responsibility for independently taking action on matters of administrative detail; the scope of duties are varied, highly skilled, and are related to an important administrative function of the District; assist the Vice Chancellor by coordinating the administrative services work of the District; act as an assistant to the Vice Chancellor; perform a wide variety of executive administrative duties which require technical skills, judgment and initiative over a broad range of situations and alternatives focusing on the Administrative Services Department. Confidentiality, professionalism, political acumen and courtesy are imperative for the position in handling the details of District Administrative Services to include the following functions: facilities planning, fiscal services, risk management and insurance, police services and safety, purchasing/contracts, and legal claims against the District.</p>
Job Duties	<p>*REPRESENTATIVE DUTIES:*</p> <p>Provide complex and confidential administrative/accounting support to the Vice Chancellor of Administrative Services, relieving the Vice Chancellor of a variety of daily administrative and office detail; frequently serve as a liaison between the Vice Chancellor and the public, students, staff and other District officials and as the primary contact for District contracts, credit cards, risk management, claims administration and insurance programs.</p> <p>Interpret and implement policy, provide consultation and advice to management regarding important matters, interact with governmental agencies and engages in governmental relations, act as point of contact for legal counsel and inform the Vice Chancellor of potential legal liability; resolve issues with District staff and ensure legal and regulatory compliance.</p> <p>Provide technical assistance in the coordination of District property and liability, workers' compensation and student/athletic accident insurance programs; prepare claim documentation and follow-up information as required. Ensure compliance with all workers' compensation program requirements; process, analyze and coordinate all claims with the District and third party administrators.</p> <p>Act as risk management liaison with insurance administrator, insurance authorities, and carriers on a variety of complex insurance and legal issues; serve as the first point of contact between the Vice Chancellor and legal representation regarding these issues; monitor and advise on completion of incident report forms; manage "certificates of insurance" process; provide</p>

technical resource information to District and College administration and staff relative to insurance coverage; maintain records and supply insurance adjusters with materials for possible litigation.

Assist in the development and administration of complex contracts for the District; receive and review contracts from District departments; consult and confer with legal counsel and third party administrators to evaluate and interpret contract provisions; ensure use of appropriate legal contract form(s) to minimize exposure to risk and liability.

Audit and review the District Procurement Card expenditures to assure adherence to the District's Purchasing policies and procedures.

Provide administrative support for the Citizens' Bond Oversight Committee (CBOC), including assisting in the recruitment activities, agenda development and records maintenance; act as the liaison between CBOC and Vice Chancellor.

Prepare confidential information for the Vice Chancellor's participation in collective bargaining. Work with legal counsel on issues concerning or involving the Vice Chancellor.

Determine and anticipate the needs of the Vice Chancellor regarding upcoming meetings or negotiations; report and communicate information verbally, in writing and electronically where judgment, knowledge and interpretation of policies and regulations may be necessary; manage meeting proceedings utilizing a variety of record keeping and recording models.

Compose a variety of reports and complex correspondence, letters and memoranda on his/her own initiative on matters not requiring personal responses of the Vice Chancellor; take and transcribe minutes; maintain appropriate databases to create charts, spreadsheets or visual aids; organize and complete a variety of projects using appropriate computer software programs.

Assist the Vice Chancellor in developing Administrative Services procedures to expedite transmittal of information or to facilitate implementation of District policies, procedures and programs; research and compile background information for special projects.

Assure that Board agenda items and supporting documentation is developed, prepared and forwarded within District timelines and requirements with Administrative Services area.

Coordinate submission of various District Administrative Services reports, including reports with the various Administrative Services areas. Conduct research on problems and situations, consulting with involved employees, investigating policies and procedures and gathering background materials.

Manage the flow of electronic, paper, and verbal information and communications with proficiency, exercising independent judgment and maintaining confidentiality. Keep the Vice Chancellor informed of situations that could lead to litigation or liability.

Review complex documents, records, and correspondence for accuracy, completeness, and compliance to applicable rules, regulations, policies, administrative procedures and legal requirements; prepare a variety of reports and surveys regarding complex District fiscal or administrative services.

Receive and screen visitors demonstrating professionalism and courtesy; exercise judgment and refer visitors to appropriate District and College offices and personnel; respond to and resolve inquiries and complaints; exercise judgment in disseminating information, policy explanation and speaking for the Vice Chancellor as directed in personal and telephone contacts and meetings; refer inquiries and complaints to appropriate staff as necessary.

Monitor the department budget; prepare purchase requisitions; prepare budget transfers, and order supplies and materials as needed; arrange and schedule a variety of meetings and conferences; make travel arrangements and prepare related paperwork for processing.

Establish and maintain complex, interrelated filing systems related to insurance records, contracts, agreements and Administrative Office activities; oversee the records management and retention schedules for the division/department.

Perform other related duties as assigned.

KNOWLEDGE OF:

	<p>Operation, procedures, and protocol of an executive office</p> <p>Contract administration, risk management, claims administration, loss prevention and insurance, property damage and professional liability insurance</p> <p>Modern office practices, procedures, and equipment including electronic and technical equipment, databases and software applications</p> <p>Records management techniques for both paper and electronic environments</p> <p>Correct English usage, grammar, spelling, punctuation, vocabulary and composition</p> <p>Organizational operations, including operating consistent with policies, rules, regulations and administrative procedures</p> <p>Interpersonal relations skills, using tact, patience, and courtesy</p> <p>Office management techniques</p> <p>Oral, written and electronic communications skills, including telephone and internet etiquette</p> <p>Applicable sections of State Education codes and other applicable laws</p> <p>Accounting procedures and principles</p> <p>ABILITY TO:</p> <p>Perform responsible and complex executive assistant duties with competence and efficiency</p> <p>Prioritize multiple projects, tasks and demands within assignment deadlines</p> <p>Take minutes of meetings and transcribe notes accurately and efficiently</p> <p>Learn and maintain compliance with rules, regulations, policies and procedures</p> <p>Type at 65 words net per minute from clear copy</p> <p>Analyze complex situations accurately and adopt an effective course of action</p> <p>Understand and follow oral and written directions</p> <p>Plan and organize work effectively</p> <p>Compose independently and from oral instructions, letters, memorandums, or other material</p> <p>Operate computer and other electronic hardware and software programs and other office and presentation equipment</p> <p>Learn, interpret, apply, and explain rules, regulations, policies and procedures of the Administrative Services Office</p> <p>Maintain a variety of filing and archival systems, including electronic</p> <p>Make arrangements for meetings, manage meetings and synthesize and record proceedings</p> <p>Establish and maintain effective working relationships with others</p> <p>Work effectively with many interruptions and under pressure</p> <p>Establish and maintain schedules and time lines, work plans and process flow charts</p> <p>Create and construct reports and design templates and presentation materials</p> <p>Work confidentially with discretion and professionalism</p> <p>Communicate effectively orally, in writing and electronically</p> <p>Work effectively with executives and their assistants in a multi-college district environment</p> <p>Communicate with local, state and federal offices of legislatures, CCC Chancellor's Office, legal services and other agencies</p>
Required Qualifications	<p>*EDUCATION AND EXPERIENCE REQUIREMENTS:*</p> <p>Any combination equivalent to an Associate's degree in business administration or related field and four (4) years increasingly responsible professional administrative assistant experience.</p>

Desired/Preferred Qualifications	
Physical Demands	<p>*ENVIRONMENT*</p> <ul style="list-style-type: none"> • Administrative office environment; involves frequent contact with community agencies throughout the college district (e.g. city and county offices, schools and college district offices, legislative offices). <p>*PHYSICAL ABILITIES:*</p> <ul style="list-style-type: none"> • Operate a computer keyboard. • Exchange information in person or on the telephone and operate transcription machine for dictation. • Monitor accuracy of information. • Sitting for extended periods of time.
Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	(Range 12, Management Salary Schedule).
Salary	\$53,815 - \$72,016 PR/YR
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefit package for employees and dependents, for positions whose FTE is .60 or higher, valued at over \$24,273 annually with currently no out of pocket expenses to employees or dependents for medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security OR the State Teacher's Retirement System (STRS), 457/403b options, 22 vacation days, 3 Administrative days, 3 Non-duty days, 2 Floating Holidays, 12 sick days and 20 holidays.</p> <p>FOREIGN TRANSCRIPTS: Include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> <p>WORKING CONDITIONS: In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p> <p>*INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.*</p>

EEO Statement

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.