

Assistant To The Chancellor
District Office
Kern Community College District
JOB DESCRIPTION

Definition

The Assistant to the Chancellor performs a wide variety of professional and administrative level duties pertaining to the general operations of the Chancellor's Office and Board of Trustees.

Examples of Duties

1. Provides highly confidential administrative support to the Board of Trustees and Chancellor; coordinates and schedules various Board appointments, meetings, special events; maintains and coordinates appointment and activity schedules and calendars for the Board; makes travel arrangements and reservations; reserves meals, facilities, equipment, services and supplies for meetings and other events as needed.
2. Prepares materials for Board and Executive Staff, and prepares and distributes board notices.
3. Assists with ensuring meetings are in compliance with the Brown Act.
4. Attends all Board Meetings.
5. Attends committee meetings, workshops, and special sessions of the Board; takes and produces minutes of meetings.
6. Takes and maintains minutes, proclamations, and resolutions of Board actions.
7. Maintains Board of Trustees' historical and current official files and other information pertinent to the legal aspects of the District's functions, i.e., elections, re-districting, voting regulations, bond measures, District policies and procedures, legal opinions, ethics training, etc.
8. Prepares correspondence on a variety of matters including those of a confidential nature; may review, revise, edit, format and proofread a variety of materials.
9. Performs a variety of clerical accounting duties in support of office activities; processes and monitors funds and processes Board related requisitions and purchase orders.

Examples of Duties (continued)

10. Provides staff assistance to the Chancellor in the follow-up of assignments given to District executive staff, and received by the Chancellor from the Trustees.
11. Remains current concerning problems, situations and conditions of special interest to the Chancellor or Board of Trustees; exercises independent judgment concerning matters requiring the Chancellor's and/or Board's attention. Works to anticipate and resolve conflicts.
12. Maintains strict confidentiality in all matters dealing with the Board of Trustees and the Chancellor.
13. Maintains Board of Trustees Website; posts and maintains web-based meetings and proceedings utilizing web-based software.
14. Assists Student Trustees in their duties.
15. Coordinates Master Calendar access.
16. Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university and five years of broad and increasingly responsible clerical/secretarial experience, four years of which must have been in an executive secretarial or administrative assistant position, preferably in the field of education; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

- Administrative/Secretarial experience preferably in the field of public education. Bachelor's Degree preferred.
- Experience in managing office and administrative support.
- Documented success in taking and producing accurate and timely minutes. Experience with web-based software.

Knowledge and Abilities

Knowledge of:

- Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint, etc.) and the Internet browser, websites and e-mail.
- Knowledge of English usage, spelling, grammar and punctuation, basic arithmetic, filing and record keeping procedures, and receptionist and telephone techniques
- Office procedures and practices, including filing systems, reception and telephone techniques; business forms, operation of duplicating equipment, and letter and report writing
- Rules, regulations, laws and policies governing school districts
- English usage, spelling, vocabulary, grammar, and punctuation
- Ralph M. Brown Act, Public Records Act and California Education Code.

Ability to:

- Work independently.
- Type with speed and accuracy.
- Compose reports and correspondences independently.
- Communicate effectively and tactfully in both oral and written form.
- Perform difficult secretarial, clerical and word processing with accuracy and speed.
- Organize work and take care of administrative details.
- Compile and maintain accurate and complete records and reports.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Analyze situations accurately and adopt an effective course of action.
- Interpret and apply District rules, laws, and policies with good judgment.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.

4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

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