



West Valley - Mission

Community College District

Class Specification

Executive Assistant to the Chancellor & Board of Trustees for Project and Event Management

Confidential Position (Non-Exempt Status)

Confidential Salary Schedule – Range 54

Definition

To independently perform a wide range of highly responsible, complex, and confidential administrative support duties for the Board of Trustees and the Chancellor with key responsibilities including preparing Board agendas, drafting minutes, managing records, and organizing and conducting bi-annual Board of Trustees elections; to coordinate and manage strategic projects and oversee the planning and execution of large-scale events while representing the Board and Chancellor with district staff and the public, requiring strong organizational, communication, event, and project management skills.

Supervision Received and Exercised

Receives direction from the Chancellor.

May exercise technical and functional supervision over assigned administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Manage and coordinate the office of the Board of Trustees and the Chancellor; assign, schedule, coordinate, and evaluate the flow of work.
- Perform responsible and confidential administrative and secretarial duties for the Board of Trustees and the Chancellor, relieving the Chancellor and the Board members of a wide and complex variety of administrative details; research, analyze, and evaluate a wide variety of issues, data, recommendations, and alternatives; develop and provide recommendations, suggestions, and information as appropriate.
- Act as a liaison between the Board members, Chancellor and district executive staff, management staff, academic and classified staff, students, legislators, representatives of community agencies and the general public; relay messages, answer questions, clarify the Board or Chancellor's position on various matters, respond to requests, resolve problems, explain district policies and procedures, and refer callers to the Chancellor or appropriate member of the Board.
- Review and oversee calendar and events daily to assure timely and appropriate coordination of Board and Chancellor activities, status of assigned projects, and responses to ongoing matters; respond to letters and general correspondence not requiring the direct attention of the Chancellor or the Board President; research and draft preliminary responses to correspondence for Board or Chancellor's approval.

- Prepare, distribute, and maintain official Board of Trustees meeting agendas, minutes, and records within district timelines and legal guidelines; track and schedule Board agenda items to meet district and legal requirements; attend and take notes at closed session meetings of the Board of Trustees; provide timely notification of Board requests for information or action to the Chancellor, administrators, and other district personnel; provide information and notification of action taken to the Board as requested.
- Assist the Board members and Chancellor with involvement and leadership roles in external organizations at the local, state, national, and international levels; gather information, conduct research, compile data and assist in preparing reports for the Board or Chancellor's review and approval.
- Coordinate travel logistics for the Chancellor and the Board of Trustees.
- Prepare agendas for a variety of meetings, committees, and groups; provide administrative support for assigned task, committees, commissions, and boards.
- Read, process, and coordinate confidential information related to the district's employer-employee relations, collective bargaining negotiations, and/or employee grievances.
- Research and compile data for draft reports; perform routine and special administrative activities and projects.
- Provide follow up to assignments given to management or operations staff by the Chancellor; provide status reports to the Chancellor.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities as necessary.
- Assist in the review, writing, implementation, and distribution of new and revised Board policies; maintain official copies of Board minutes and policies.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of excellent customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Organization, procedures, and operating details of a community college district Board of Trustees' office.
- Related public agency public records and meetings laws and regulations.
- Principles and practices of routine analytical research and project planning.
- Principles and practices of office management and records management.
- Principles and methods of business letter and report writing.
- Principles and practices of participatory governance.
- Modern office practices, procedures, and computer equipment and standard office software.
- English usage, grammar, spelling, punctuation and vocabulary.
- Project management skills such as planning, time management, communication, leadership and problem-solving.
- Experience in managing event-related communications, including invitations, materials, and follow-up correspondence
- *Technical Skills including:*
 - Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience with other software applications related to project management and event planning
 - Familiarity with digital tools for event management, virtual event platforms (Zoom, Teams) and board management software (BoardDocs).
- *Event management including:*
 - Effectively manage events and projects from concept to completion.
 - Developing detailed timelines and schedules for the event, including conducting post-event analysis.
 - Creating and maintain event budgets, track expenses, and ensure adherence to financial guidelines.
 - Identifying and securing venues, vendors and negotiating contracts.
 - Planning and executing marketing strategies to promote events, including email newsletters, and ensure event branding is consistent across all marketing materials.
 - Overseeing invitations, RSVP tracking, communications to attendees and guest list management.
 - Coordinating board-related events, such as retreats and special functions.

- *Strategic Project Coordination including:*
 - Leading and managing projects from initiation to completion, including conducting thorough research to inform decision-making, optimize processes, and ensure successful outcomes.
 - Collaborating with stakeholders to gather data and apply findings to project strategies.
 - Tracking progress of ongoing projects for the Chancellor and other stakeholders.
 - Identifying potential challenges associated with key projects and providing solutions to mitigate risks.
 - Proactively schedule and confirm annual events and activities, allowing adequate preparation time to minimize conflicts.
 - Managing interdepartmental relationships and fostering a cohesive working environment between the Chancellor's office, the Board of Trustees, and district departments.
 - Managing and overseeing the Chancellor's Office and Board of Trustees websites, ensuring content is up-to-date, accurate, and aligned with goals. Lead the development and execution of marketing materials.
 - Maintaining detailed records of all projects

Ability to

- Plan, oversee, and implement activities related to a Board of Trustees including preparing agendas, preparing minutes, and records management.
- Intermittently, review and evaluate documents related to district operations; observe, identify, and problem solve office operations and procedures; understand, interpret, and explain district policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit or stand at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply district rules, policies, and procedures.
- Plan, schedule, organize, and oversee the work of clerical personnel.
- Coordinate and organize the timely workflow of others while maintaining effective and harmonious relationships.
- Type at a speed that supports effective job performance.
- Work confidentially with discretion.
- Work effectively to meet demanding schedules and multiple timelines.
- Compose complex correspondence and prepare preliminary reports.
- Maintain official and complex records and files.
- Communicate and relate effectively with higher education officials, legislative representatives, their staffs and offices.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Collaborate and build relationships with stakeholders, including district staff, external vendors, and community members.
- Establish and maintain effective, cooperative, and collaborative working relationships with others, setting the tone for a positive work culture

Experience and Education

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

Experience

Four years of responsible executive-level administrative support experience, preferably in an educational environment, with expertise in event management and project coordination, or three years of experience similar to an Executive Assistant with the West Valley-Mission Community College District.

Education

Equivalent to an Associate's degree in general education, business or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain Notary Public commission.

EEO Category: Clerical/Secretarial

Approved Date: June 13, 2025