

**San Jose/Evergreen Community College District
Confidential Job Description**

Position: Executive Administrative Assistant - Confidential

Department: Administrative Services

POSITION PURPOSE

Under general supervision, the Executive Administrative Assistant – Confidential performs a wide variety of complex, specialized, difficult, and responsible administrative functions for the Vice Chancellor; serves as the primary contact for the Vice Chancellor for both internal and external contacts; oversees and coordinates the day-to-day department operations and relieves the Vice Chancellor of a variety of routine administrative details on issues not requiring immediate attention; confidentially and efficiently supports and participates in a wide range of complex programs, projects, and operations; fosters positive relationships with key stakeholders by effectively communicating and representing the Vice Chancellor's priorities, initiatives, and vision; maintains sensitive and confidential files and information pertaining to personnel, collective bargaining and legal matters; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Executive Administrative Assistant – Confidential is distinguished from the Administrative Assistant – Confidential in that the former class provides advanced and confidential administrative and operational support to a Vice Chancellor.

Incumbents assigned to the classification are exposed to sensitive collective bargaining information and materials during the negotiating process and are designated as a confidential classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Performs supportive duties for the Vice Chancellor requiring interaction with executive management and other administrative personnel and staff; assists with the department's general operations by contributing confidential and administrative-related assistance; serves as a liaison with all levels of administration, faculty, and students; drafts a variety of Board reports, reports, positioning statements, timelines and presentations; interacts with all constituent groups and ensures the implementation of the department vision.
2. Serves as a liaison between the Vice Chancellor and management, academic and classified professionals, students, bargaining units and other constituents in coordinating calendars, screening and responding to all requests for appointments, services and information; represents the District and the Vice Chancellor over the phone, in person and online; keeps updated on sensitive, important or special-interest issues and exercises independent judgment in matters requiring the Vice Chancellor's attention; works independently and anticipates and resolves conflicts as appropriate.
3. Maintains the Vice Chancellor's calendar and schedules meetings with other District and college leadership, elected officials and other community members; researches and gathers documents, materials and background information needed to prepare the Vice Chancellor for meetings and events.
4. Contributes to, and assists with, reports and presentations to be presented to the Board of Trustees and to other executive-level groups; compiles and produces detailed and accurate

documents used for developing budgets, collective bargaining strategies and personnel matters; attends meetings with the Vice Chancellor, and serves as a note-taker; assists in ensuring compliance with Brown Act requirements including distributing agenda and packets; posts electronic materials to web page; takes and prepares meeting minutes; follows up on approved action items.

5. Conducts special projects and performs a variety of advanced administrative functions in support of the Vice Chancellor; researches, compiles, and summarizes data and reports as assigned; assists with proposal development and researches, reviews, tracks and administers contracts and independent contractor agreements; oversees department administrative processes and projects such as document revisions and approvals, tracking performance evaluations, key performance metrics, compliance tracking and reporting and piloting programs.
6. Prepares and produces a variety of correspondence, agendas, memoranda, reports, and other communication materials; produces reports and graphic materials reflective of the District's objectives and mission; receives and processes contracts and other agreements; edits, records, files and maintains copies of agreements; reviews and proofs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
7. Initiates and maintains a variety of complex administrative, confidential and sensitive files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records and employee cost projections; performs data entry and maintains computerized databases; reviews and responds to Public Records Act requests within prescribed timeline.
8. Makes reservations for conferences and related events; participates in coordinating travel arrangements for the Vice Chancellor and processes departmental travel requests, approvals, and expense reports; coordinates hotel and other accommodations.
9. Organizes and facilitates meetings, conferences and other special events; coordinates special events and workshops; arranges programs, workshops and appointments in collaboration with other staff members to ensure a smooth and efficient operation; may reserve meeting space, equipment and food and ensures space is appropriately provisioned.
10. Oversees budgets for the assigned department; processes electronic requisitions, purchase orders and budget transfers; researches and assists with managing grants, donations and other funding sources; keeps the Vice Chancellor apprised of the budget throughout the year.
11. Coordinates departmental administrative processes for hiring, tracking leave and time off, and evaluating departmental staff positions; assists with payroll tracking and review as needed.
12. Assigns and evaluates the work assignments and performance of student workers, volunteers and vendors; assists the Vice Chancellor with administrator and faculty hiring process; provides supervision and ensures conformance and quality of work completed by contractors.
13. Serves on committees and supports participatory governance meetings.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. District student, staff and community issues and concerns.
2. Advanced principles, practices and techniques used in customer service, public relations and community outreach.

3. Parliamentary procedures and open meeting laws governing official meetings including the Brown Act.
4. Principles and procedures of recordkeeping and reporting.
5. District payroll and general accounting systems operations, practices and procedures.
6. District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.
7. Federal, state and other applicable laws and regulations and District policies and procedures including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
8. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Coordinate and oversee the daily operations and work of the Vice Chancellor's Office.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Maintain confidential and administrative records and files.
4. Plan and organize work to meet schedules and timelines.
5. Research and collect accurate and relevant data from multiple sources.
6. Provide accurate and timely reporting and accountability.
7. Coordinate special events, meetings and administrative projects.
8. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
9. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Graduation from high school or G.E.D. supplemented by specialized training or college-level course work.
2. Five years of increasingly responsible experience providing administrative support services, at least two of which were in an academic setting or for an executive management position.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025
Salary Range: C-110
EEO Category: 2B4 – Secretarial/Clerical