

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Executive Assistant

BOT Date: Oct 14, 1997

Level: G

FLSA Status: Exempt

Class Code: E0727

Adm. Rev:

GENERAL DESCRIPTION

Provides administrative and advanced secretarial assistance to the President.

KEY RESPONSIBILITIES

% OF TIME

1.*	Drafts, composes, types and revises correspondence as directed.	25%
2.*	Facilitates paper flow in and out of the President's Office.	20%
3.*	Compiles Board agenda materials and submits to Supervisor for review.	15%
4.*	Records minutes.	15%
5.*	Communicates with staff and community individuals often dealing with confidential or sensitive issues requiring tact and good judgement in handling.	15%
6.*	Maintains accurate and current appointment calendar.	5%
7.*	Makes travel arrangements.	5%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Executive Assistant	Class Code: E0727	Position Level: G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	3 to 5 years prior related work experience.	
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses. No impact on grant funds or revenue generation.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Work requires continuing personal contact with the public involving policies and procedures.	
<i>Supervision of Others:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	