DEFINITION

Under the direction of the Director of the Chancellor's Office, the Chancellor's Office General Assistant performs a wide variety of complex, confidential, and specialized secretarial, clerical, and administrative support duties in support of the daily operations of the Chancellor's Office; providing direct administrative, secretarial, and operational support to both the Chancellor and the Director of the Chancellor's Office; serving as the primary administrative support responsible for managing the Chancellor's executive calendar, scheduling, and correspondence; coordinating, collecting, inputting, and preparing agenda items and changes for Executive Cabinet meetings; providing district-wide liaison, support, and functional coordination for all District Executive Assistants; serving as a primary liaison between the Chancellor's Office, district staff, public officials, community organizations, and the general public; receiving visitors, screening telephone calls, and resolving or referring constituent inquiries using independent judgment, tact, and interpretation of District Administrative Procedures and Board Policies; establishing and maintaining complex, interrelated hard copy and electronic filing systems, including confidential executive records; triaging incoming mail, ordering office supplies, and maintaining general office operations; ensuring compliance with applicable Ed Code regulations and applicable California law regulations; and performing related work to maintain office and district operations as assigned.

DISTINGUISHING CHARACTERISTICS

The Chancellor's Office General Assistant reports to the Director of the Chancellor's Office, providing direct administrative support to the Director while assisting executive leadership actively involved in collective bargaining through the preparation, logging, and maintenance of confidential collective bargaining proposals and communications. This classification requires a substantial amount of confidentiality, discretion, tact, independence, judgment, and initiative in managing high-level constituent relations, executive calendars, and Cabinet agendas. Incumbents serve as the primary contact for the Chancellor's and Director's daily workflows and act as a central coordination lead for Executive Assistants across the District. Incumbents may be required to attend meetings regarding collective bargaining, including closed session meetings of the Board of Trustees.

EXAMPLE OF DUTIES

1. Provide direct administrative and secretarial support to the Director of the Chancellor's Office; serve as the primary staff member responsible for managing, maintaining, and coordinating the Chancellor's executive calendar, appointments, and travel schedule; draft, compose, and process executive correspondence and memos independently on behalf of leadership.

2. Collect, input, compile, and coordinate agenda materials, supporting documentation, and late changes for Executive Cabinet meetings; prepare meeting packets and assist with meeting follow-up actions.

3. Work collaboratively with Executive Assistants across the District to assist with meeting scheduling, administrative workflow alignment, information sharing, and joint operational needs.

4. Serve as primary liaison between the Chancellor's Office, staff, the public, government officials, and community organizations; screen phone calls and visitors, resolving inquiries or referring to appropriate staff using independent judgment and policy interpretation.

5. Establish and maintain complex, interrelated hard copy and electronic filing systems; maintain and index official confidential records of the Chancellor's Office and Executive Cabinet.

6. Independently provide information and assistance in locating and interpreting District Administrative Procedures, Board Policies, Education Code regulations, and collective bargaining agreements.

7. Operate computers and business-related software to manage correspondence, files, and reports; create and maintain specialized documents using word processing, spreadsheet, agenda management, and database applications.

8. Conduct research and analyses of a paraprofessional nature; compile, organize, and analyze data to prepare reports for division and leadership review.

9. Receive, open, triage, and distribute mail; identify and refer time-sensitive matters to the Director and executive managers in order of priority.

10. Order, maintain, and manage office supplies and division materials; may provide work direction and training and act as a lead over other classified staff; and perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Communication & Administrative Leadership
DEIT & Diversity Competency
Educational & Legal Governance
Executive Calendar & Correspondence Management
Executive Cabinet Agenda & Meeting Procedures
Institutional Operations & Bargaining
Office Operations & Confidential Records Management
Software & Technical Applications

Skills and Abilities:

Administrative & Technical Proficiency
Agenda Preparation & Cabinet Support
Confidentiality & Discretion
Cross-District Administrative Collaboration
Executive & Director Administrative Support
Executive Calendar & Correspondence
Interpersonal & Cultural Competency
Leadership & Lead Direction
Policy & Regulatory Application
Train and provide work direction to others.
Work confidentially with discretion.
Work cooperatively with people from diverse cultural backgrounds.
Work independently with little direction.

Training and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in Business Administration, Public Administration, Communications, Office Administration, or a closely related field, and two (2) years of increasingly responsible executive administrative, confidential secretarial, or high-level office support experience in a public agency or educational institution.

OR

Any combination of training and experience equivalent to: graduation from high school (or equivalent) supplemented by college-level coursework in business or office administration, and four (4) years of increasingly responsible executive administrative experience, including at least two (2) years in a public agency or higher education setting.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. May require travel between District sites.