

**Santa Monica Community College District  
Personnel Commission**

**Executive Coordinator- District & Board of Trustees**

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**CONCEPT OF THE CLASS**

The position in this classification coordinates the flow information and documents between the Santa Monica Community College Board of Trustees and District Office and provides administrative support to the Superintendent/President and members of the Board.

**ESSENTIAL DUTIES**

Creates, prepares, distributes and maintain correspondence, reports, charts, manuals, agendas and other official and statistical documents on behalf of the Superintendent and Board of Trustees

Participates in agenda preparation meetings with senior staff; coordinates and supervises the preparation of the Board of Trustees agenda, minutes and related background material and official records; reads, edits and compiles written material into resolutions for presentation at the Board of Trustees meeting; publishes the Board of Trustees agenda pursuant to the provisions of the Ralph M. Brown Act.

Attends Board of Trustee meetings, distributes materials, takes minutes, accepts and assumes custodial responsibility on behalf of the Board for documents and materials submitted by speakers, presenters and others during Board of Trustee meetings, retreats, workshops, dialogs and other special meetings

Provides administrative assistance to members of the Board of Trustees

Takes and transcribes confidential and general dictation; composes correspondence, writes reports and bulletins; maintains special and confidential files, correspondence and administrative files;

Compiles, maintains and routinely reviews and updates Board of trustees policies and administrative regulations

Coordinates, plans, organizes, prepares and distributes materials for Board and Superintendent

Coordinates and establishes office procedures; coordinates office workflow

Plans, develops and organizes special projects, programs and events; designs and distributes invitations, flyers, conference materials, and programs

Compiles and maintains Board of trustees policies and administrative regulations

Annually or periodically reviews District management organization charts, enrollment charges by legislative districts, calendar of meetings, and annual mandated cost reimbursement report

Assures all information distributed from and/or on behalf of the Superintendent/President and Board of Trustees has been reviewed and authorized by the respective parties

Performs other related duties as assigned or requested.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

**SUPERVISION*****Supervision Received:***

This position receives general supervision from the Superintendent/President.

***Supervision Exercised:***

This position does not supervise others. It may provide lead work direction for other administrative and clerical positions in the Superintendent/President's office.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to interpret and apply District rules, regulations, and policies

Ability to compile, prepare, and maintain detailed reports, annuals, agendas and other official documents

Ability to coordinate programs, meetings and events for the Superintendent/President and/or members of the Board of Trustees

Ability to set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, and outside contractors and vendors

Ability to accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Ability to develop and coordinate the design, formatting and production of a variety of printed materials

Ability to review, edit and proofread written documents for completeness and accuracy

Ability to participate in the planning and development of a variety of projects

Ability to express oneself well both orally and in writing

Knowledge of software applications used for formatting, composing, compiling and/or designing presentations, announcements, invitations, public notices, written correspondence, statistical reports, charts and graphs, and databases

**MINIMUM QUALIFICATIONS*****Education Requirement:***

Associates Degree in Liberal Arts, Business Administration, Communications, Computer Information Systems, Secretarial Clerical Studies, or a closely related field.

***Experience Requirement:***

Five (5) years of full time, paid, progressively responsible secretarial and administrative experience providing administrative support to an administrator or management level supervisor.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level, and amount as required in the minimum qualifications may be substituted on a year-for-year basis

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT & PHYSICAL DEMANDS****Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL****Job Family:** Secretarial/Clerical**FLSA Status:** Non-Exempt**Personnel Commission Approval Date:** October 25, 2006**Class History:** Established 05/06/92**Revision Date(s):** Revised: 06/14/95; 02/21/96; 10/06 Hay Study