| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 8/8/2024 | FS9617 | Executive Assistant – Administrative Services | FA9990 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Administrative Services | Division Office | Executive Assistant to ELT | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  Choose an item. | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| This position provides direct support to the Executive Director of Administrative Services and Directors of Emergency Management and Occupational & Environmental Safety by coordinating travel and training, scheduling meetings, supporting work groups, committees, and task forces, performing research, compiling data, performing analysis, and composing reports and presentations. **An on-campus presence for this position is required.** This position also has a critical role in supporting the development of the College’s capital projects, annual state capital outlay submittals, campus master plans, and lease agreements with a focus on the alignment of all activities and actions with the organization's vision, mission, values, and strategic plans. This position requires exceptional verbal and written communication skills and the ability to work collaboratively with a broad range of internal and external stakeholders while adhering to the highest standards of professionalism, confidentiality, and diplomacy. This position requires the ability to work effectively under pressure and be flexible in responding to changing organizational demands. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 80 | 1 | **Administrative Support -** Provide administrative support for the Executive and Directors of Emergency Management (DEM) and Occupational & Environmental Safety (DOES) in routine and special projects. Representing the Executive’s values and assessments on their behalf. The Executive Assistant is expected to provide solutions to a diverse range of problems and situations by exercising independent judgment and decision making skills. Prioritize requests made to the Executive, DEM, and DOES, including meetings, and communications. Specific tasks include, but are not limited to:   * Supports the development of the College’s capital projects, annual state capital outlay submittals, campus master plans, and lease agreements, with a focus on aligning all activities and actions with the organization's vision, mission, values, and strategic plans * Coordinate LCC’s internal and external lease agreements and communications * Work independently on projects, from conception to completion, as assigned by the Executive * Screen telephone calls; respond, refer, or forward callers to the appropriate parties, as necessary * Prepare and submit responses to correspondence containing routine inquiries * Conduct research, compile data, and prepare papers, presentations, financial statements, or reports, including information and reports for the Board of Trustees, college leadership, etc. * Manage and maintain Divisional office contact records * Develop and maintain an efficient electronic and hard copy filing system of documents and records following College and government guidelines and requirements * Regularly engage with Conference Services and other staff to coordinate various events/activities throughout the year * Provide administrative support to the Executive, DEM, and DOES for committees, workgroups, and task forces as assigned * Assist with other events and administrative functions and perform other duties as assigned |
| 10 | 2 | **Partner Relations -** Maintain frequent interaction with internal and external stakeholders of the Executive. Serve as liaison between the Executive’s office and Executive Leadership Team, administrators, business partners, governmental agencies, and the public at large. Specific tasks include but are not limited to:   * Work closely with others to understand projects and initiatives involving the Executive and/or the Division, maintaining the Executive’s position on all important issues. * Meet regularly with other staff to make sure there is clear communication of processes and updates in the Division. * Facilitate staff meetings for the Division. * Attend events as a representative of the Executive or Division, as needed. * Participates in school and College-wide committees and groups as requested. |
| 10 | 3 | Other duties as assigned |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| **Accountability & Dependability:** Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.    **Ethics & Integrity:** Maintain high ethical standards. Earns others’ trust and respect through consistent honesty and professionalism in all interactions. Keeps promises and commitments made to others. Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others. Does not misrepresent self or use position or authority for personal gain. Respects the opinions and assessments of others. Maintains confidentiality. Communicates truthfully.  **Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities by: responding positively to change, embracing and using new practices or values to accomplish goals and solve problems; coping well and helping others deal with the ongoing demands of change; sees and shows others the benefits of change; recovering quickly from setbacks, and finding alternative ways to reach goals and objectives.  **Stress Management:** Maintains composure in stressful or adverse situations by: handling workloads, competing demands, changing assignments, interruptions, and distractions with a positive attitude.  **Attention to Detail:** Diligently attends to details and pursues quality in accomplishing tasks by: performing tasks thoroughly with care; checking work to ensure completeness; remaining aware and taking care of details that are easy to overlook or dismiss as insignificant.  **Customer Focus:** Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer’s point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.  **Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Seeks and considers ideas from those who are reluctant to express their points of view. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed. Diplomatically handles challenging or intense interpersonal situations by: working through difficult or awkward interpersonal situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.  **Leadership:** Promotes organizational mission and goals, and shows the way to achieve them. Displays a positive attitude about the work to be done, co-workers, customers, management, and employer policies. Creates a positive work environment where all staff are motivated to do their best. Conveys confidence in a group’s ability to prevail over challenges to reach its goals. Builds and maintains customer satisfaction with the products and services offered by the organization. Seeks ways to improve service delivery. Assesses the organization and its services from the customer’s point of view. Emphasizes a team approach to providing great customer service.  **Teamwork:** Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.  **Decision Making & Judgment:** Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. Finds solutions that are acceptable to diverse groups with conflicting interests and needs. Weighs the pros and cons of each option before making a decision and moving forward.  **Safety Focus:** Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.  **Fiscal Accountability:** Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Keeps current on fiscal procedures, principles, and standards.  **Communication:** Listens accurately and actively as well as communicates clearly and effectively with individuals and groups. Communicates clearly and effectively in writing maintaining proper usage and grammar, and is able to review and critique the work of others.  **Diversity:** The ability to: be inclusive and collaborate with others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.  **Multiculturalism:** Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.  **Tact:** Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.  **Required Skills:** Expert verbal communication skills to explain and discuss both departmental and college policies & procedures and rules & regulations. Expert written communication skills for composing technical documents and responding to inquiries. Intermediate skills with personal computers to include MS Outlook, Word, Excel, Access and PowerPoint, DB management, data entry and web applications.  **Abilities:** This position requires the ability to work collaboratively with a broad range of internal and external stakeholders while adhering to the highest standards of professionalism, confidentiality, and diplomacy. The ability to work efficiently and effectively under the pressure of responding to emergencies is also required. Demonstrated ability to work under pressure and be flexible in responding to changing organizational demands |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * Bachelor’s Degree from a regionally accredited college or university or equivalent combination of education and experience * Demonstrated progressively responsible administrative or executive support experience * Significant experience conducting research, compiling data, analyzing data, composing reports and presentations * Demonstrated experience using Microsoft Word, Excel, Outlook, and PowerPoint * Demonstrated excellent verbal and written communication skills   **Preferred**   * Degree in Business, Education, Human Resources, or Communications * Experience with one or more of the following: facility operations, capital planning, public safety, emergency management, occupational & environmental safety, or human resources * Experience working in a college or university setting |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Chris MacKersie **Supervisor’s Signature:**  **Date:**  08/14/2024

**Dean/ELT’s Name:** Chris MacKersie **Dean/ELT’s Signature:**  **Date:**  08/14/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_Sydney Glasscoe\_\_\_\_\_\_ **Date:** \_8/8/2024\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FS9617 **Date:** *8/8/2024* **Supervisor’s Position #:** FA9990

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises