CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: EXECUTIVE ASSISTANT

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<tr>
<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS:</th>
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<td>B</td>
<td>3</td>
<td>1</td>
<td>Non-exempt</td>
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CLASSIFICATION SUMMARY: Responsible for providing support to an executive-level manager and/or other staff as needed; assist in the development of administrative procedures; provide elevated customer service requiring research and confidentiality; perform special projects; and, act as a representative of a division/department and/or executive. Employees are not considered formal supervisors, but may assign and monitor the work of lower level staff. Requires advanced secretarial skills and a broad knowledge of the assigned department/division.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. *Illustrative only – not inclusive of every task assigned to a position.*
   - Monitors departmental procedures and policies for compliance, operations, and staff activities.

2. 
   - Assists with coordinating department activities, such as tracking work and change orders, relaying communications, researching information, and providing related support.

3. 
   - Provides administrative support, such as maintaining department and employee schedules, coordinating meetings and agendas, tracking confidential student paperwork, editing and preparing agendas and basic reports, overseeing supply and inventory orders, researching basic information, and providing related support.

4. 
   - May supervise staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations.

5. 
   - Develops and prepares appropriate documents and forms to assist with maintenance requests, purchase requests, employee travel and reimbursement, and employee training.

6. 
   - Provides complex, specialized administrative support in preparing and processing confidential documents, preparing and publishing legally required notices, preparing meeting agendas and minutes, maintaining departmental data and/or other related documents.

7. 
   - Manages and maintains administrative budget for assigned area; ensures expenditures and revenue reports are correct.
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

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<td>8.</td>
<td>Oversees and maintains confidential files and paperwork related to accounts receivable, accounts payable, payroll, personnel issues, or student information.</td>
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<td>9.</td>
<td>Performs other duties as assigned.</td>
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**Training and Experience** (positions in this class typically require):
Associate's Degree and five years of progressively responsible clerical, business management, office management, or experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Ability to accurately type 50 words per minute.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Supervisory principles;
- Clerical and office support practices;
- Assigned department operations and functions;
- Customer service principles;
- Recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Inventory maintenance principles.
- Applicable federal, state, and local laws, rules, and regulations.
**Skills** (position requirements at entry):
Skill in:
- Supervising and evaluating employees;
- Managing and executing multiple tasks;
- Maintaining various confidential records;
- Prioritizing and assigning work;
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Preparing meeting agendas and minutes;
- Providing customer service;
- Developing and preparing a variety of business correspondence, records, reports, documents and forms;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Date created: (08/08/2007)