Job Title: Executive Assistant II

Reports to: Executive Level Position/Department

FLSA Status: Non-Exempt

Level: 115

Position Class: C9972

Job Summary:
Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Reads and routes correspondence. Composes and processes routine correspondence and e-mail. Organizes file system (including confidential material), and files correspondence and other records. Provides other clerical support as required.

2. Answers and screens telephone calls, arranges conference calls, coordinates schedules, makes appointments, and makes travel arrangements.

3. Greets scheduled visitors and directs or escorts to appropriate area or person.

4. Conducts research and compiles and prepares various analytical and descriptive reports for Board of Trustees, various College committees and external agencies.

5. Coordinates and arranges meetings, reserves and prepares facilities, and prepares agendas and required materials.

6. Takes minutes of meetings, as required. Prepares minutes for distribution.

7. Orders and maintains supplies, and arranges for equipment maintenance. Prepares purchase orders, receives merchandise.

8. Provides input to budget planning and monitors budget for delegated areas.
9. Performs special projects, including research, compilation and disbursement as delegated by supervisor.

10. Provides information and reports as required by various government requirements, State and community agencies, and the academic community at large

11. Performs various computerized assignments on College database, website, and other software as required.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED); and five years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of word processing, spreadsheet, database, e-mail and Internet software. Must be proficient in current College database, e-mail, and other College required software.

- **Certificates and Licenses:**
  No certificates or licenses required.

**Responsibility for People and Property:**
This job has no supervisory responsibilities.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with all levels of College staff and students.

- **External Contacts:**
  This position has frequent contact with College Board of Trustees, local school boards, State & Local Government and legislative departments, accrediting bodies, community agencies, College vendors and the general public.

Work Environment:
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.

The noise level in the work environment is usually moderate.

Physical Demands:
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel.

Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Knowledge of the College’s mission, purpose, and goals.**

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Executive Director, Human Resources</td>
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