

# **Richmond Community College**

## **Job Description**

### **Position Title: Executive Assistant to the President**

**General Description:** The Executive Assistant to the President provides administrative assistance to the President and the Board of Trustees; serves as senior clerical leader of the College; and coordinates preparation for all Board of Trustees and Presidential functions of the College. Works with minimal supervision, exercises initiative, and handles routine matters independently.

### **Duties and Responsibilities of the Position:**

1. Serves as receptionist for the President's office, promoting positive public relations.
2. Performs administrative duties for the President such as composing, word processing, and formatting documents and reports; processing the President's mail; and maintaining official college files. Provides secretarial assistance to the Board of Trustees as needed.
3. Gathers, prepares, and assembles materials in the preparation of reports, programs, and agendas as needed by the College and the Board of Trustees for regular or called meetings or in monthly or yearly planned activities.
4. Sends out Board materials before monthly scheduled meetings and reminds members of scheduled meetings. Keeps Board apprised of committee meetings and handles preparation of information to be presented at the meetings.
5. Coordinates the refreshments and/or meals served to the Board of Trustees, Board Committees, and other RCC activities as requested by the President.
6. Coordinates arrangement for housing and travel for the President and the Board of Trustee members when traveling to out of town meetings; prepares expense reports for the President and Trustees.
7. Attends, records, writes, and distributes minutes of the Board Meetings, President's Council, and other meetings as requested by the President.
8. Maintains Board-approved policies; prepares and stores documentation of Board Meetings; scans and uploads documentation of Board meetings to off-site website; assists the Director of Human Resources with updating the RCC Policy and Procedures Manual.
9. Handles sensitive student, employee, and business information with confidentiality and discretion.
10. Coordinates meetings, luncheons, and receptions; schedules appointments, and keeps a calendar on President's daily activities.
11. Ensures that all documents that require the President's signature are signed and returned to the proper person.
12. Prepares electronic In-House Bulletins (green sheets) as needed and notifies employees when new documents have been placed in the Green Sheets folder in Sharepoint.
13. Schedules use of the Board Room.
14. Maintains mailing lists for mailings/projects.
15. Coordinates administrative coverage of critical areas as needed.
16. Assists other offices of the College when necessary and as the President requests.

17. Other duties. (Willingness to accept and fulfill additional assignments.)

**Position Qualifications:**

**Knowledge, Skills and Abilities:**

Must possess above average skills in keyboarding, filing, and computer operation. Computer experience and proficiency to include Windows, Word, Excel, Access, Power Point, and Publisher. Successfully complete RCC administered secretarial test. Demonstrated keyboarding skills consisting of a minimum of 45 words per minute after error adjustment as well as knowledge of filing rules. Able to supervise and give directions to other clerical personnel. Able to work with minimal supervision and handle routine matters independently and in a confidential manner. Must demonstrate good communications skills and deal effectively with RCC staff and the general public.

**Minimum Education and Experience:**

Associate degree in Office Systems Technology and/or high school diploma plus ten years of acceptable work experience required; Bachelor's degree preferred. Computer experience required.

**Salary Grade:** RCC Salary Schedule, Grade 18 or 19 dependent upon degree.

**Location:** DeWitt Computer Technologies Center

# Questionnaire for Compliance with Americans with Disabilities Act

## Interview guide for collecting job analysis information

**Job Title:** Administrative Assistant

**Division:** Administration

**Location:** DeWitt Building

**Supervisor's Title:** President

**Department:** Clerical

**Shift:** 8:00 - 5:00

**1. General Purpose of Job.** Briefly describe the job's primary purpose or contribution to the department or organization.

Secretarial support for the President's office and the Board of Trustees

**2. Duties and Responsibilities.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

Serve as receptionist for the President's office. Type all correspondence for the President.

Maintain all files for the office and the Board. Send out informational packets to Board. Prepare refreshments/meals for the Board meetings. Prepare and mail all information for committee meetings. Host visitors to the college campus.

**3. Supervisory Responsibilities.** If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

None. Coordinate work of campus clerical staff.

### 4. Physical Demands:

**4A.** How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4B.** Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4C.** Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

**4D.** Make notes on the specific job duties that require the physical demands selected above.

Vision work is for computer usage.

**5. Work Environment:**

**5A.** How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5B.** How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

**5C.** Make notes on the specific job duties that are affected by the environmental conditions selected above.

**6. Comments.** Include any other information that will aid in the preparation of an accurate description of this job.

**7. Questionnaire prepared by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

## **Exposure Determination for Bloodborne Pathogens**

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

### **\_\_\_\_\_ CLASSIFICATION I**

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

### **\_\_\_\_\_ CLASSIFICATION II**

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

### **\_\_\_\_\_ PERSONNEL NOT COVERED BY THE STANDARD**

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.