



Proposed Agenda Item
Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Monday of the week before the following Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version as long as you follow the format specified below.

Date of Board Meeting: August 16, 2022 Date of This Proposal: August 4, 2022

SUBJECT:

Upgrade of position from Executive Secretary to the President to Executive Assistant to the President

RECOMMENDATION:

Recommend an upgrade of position due to the addition of administrative job functions.

BACKGROUND/RATIONALE:

The position of Executive Secretary to the President has been revised to include responsibilities for developing and maintaining College Board policies and administrative procedures. In addition, the position will collaborate with college administration and the Texas Association of School Boards to assure compliance with accreditation and state and federal legal requirements.

Estimated Cost and Budgetary Support (how will this be paid for):

The current budgeted salary for the P-16 support staff non-exempt position is \$43,300. The upgraded position salary for an A-10 exempt administrative position would range from \$40,525 to \$47,192.

RESOURCE PERSON(S) [name(s) and title(s):

Betty McCrohan

SIGNATURES:

Originator B. Shocia

Date 08/04/2022

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:

Betty McCrohan

8-9-22



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Executive Assistant to the President	FLSA: Exempt GRADE: A-10 NBAPOSN:
LOCATION: Wharton Campus	EFFECTIVE DATE: November 10, 2006 REVISION DATE: July 25, 2022
REPORTS TO: College President	

PURPOSE AND SCOPE:

This position assists the President in carrying out the duties and responsibilities of his/her office. This position collaborates with College Administration and Texas Association of School Boards (TASB) on researching, developing, and updating all College policies and procedures. This position performs routine office-management functions and acts as secretary to the President, and Board of Trustees. This position is distinguished from other positions by the nature of the President's office and the complexity of tasks and responsibilities requiring a working knowledge of college district organization, college functions, college policies and procedures. This position handles a variety of situations, problems, and deviations in the work of the office according to the President's general instructions, priorities, duties, policies, and program goals.

ESSENTIAL JOB FUNCTIONS:

President

1. Acts as liaison with the members of the Board of Trustees and keeps the line of communication open between the President's office, and the Trustees.
2. Maintains the President's calendar, establishes appointment priorities, makes travel arrangements for conferences, meetings, and official functions, assembles background materials as directed, and maintains travel expense claims.
3. Maintains the office in the absence of the President by taking action authorized, and uses judgment to see that matters requiring attention are referred to delegated authority or handled in a manner to minimize effect of President's absence. Transmits President's instructions to others during his/her absence from campus.
4. Maintains confidential files and/or uses independent judgment in handling and processing confidential information for the President.

5. Answers questions or complaints from faculty, staff, students, or general public in the absence of the President.
6. Interacts with governmental authorities, other colleges, and the community on behalf of the President.
7. Receives, opens, and sorts incoming mail; prepares standard replies (through general knowledge), signs routine non-technical correspondence in the President's name, and if necessary, forwards copies of response letters to appropriate departments.
8. Prepares purchase requisitions, maintains office expense claims and petty cash forms, and prepares check requests.
9. Maintains memorial scholarship donation records and donations for special projects. Acknowledges all gifts donated through correspondence to donors and, as needed, to appropriate individuals.
10. Arranges for dinners and luncheons for special occasions including, but not limited to, Board of Trustees Meetings, and assists in college-sponsored events.
11. Maintains official WCJC Regulations Manual.
12. Coordinates the institution's bereavement acknowledgments.
13. Coordinates all shared governance committees.

Board of Trustees

1. Assists members of the Board of Trustees on college business. Prepares and maintains correspondence for the Board of Trustees, submits all convention registrations, makes all travel arrangements, and submits and maintains all convention and travel expense reimbursements.
2. Assists the Board of Trustee's Secretary.
3. Coordinates resolutions, requests, and other business resulting from the Board of Trustees' meetings.
4. Maintains history date of Board of Trustees, as well as records regarding each trustee's term of office.
5. Coordinates, prepares, assembles, reviews, and distributes the Board of Trustees Monthly Agenda materials and, if requested, materials for any special called meetings of the Board of Trustees.
6. Attends all Board of Trustees, and Board Committee Meetings, and other designated committee meetings. Takes, transcribes (for review, correction, and approval of the

President), and distributes minutes of the Board of Trustees, and Committee meetings. Maintains official copies of the Board minutes, and the minutes of the Committee meetings.

7. Prepares and posts the Board of Trustees “Notice of Meeting”, arranges meal accommodations for regular board meetings and workshop sessions, and supervises the setup of meeting rooms for the Board of Trustees.

WCJC Policy and Procedure Administrator

1. Organizes material and completes writing assignments according to set standards regarding, order, clarity, conciseness, style, and terminology.
2. Maintains official master of all policy and procedure records and files of work and revisions.
3. Edits, standardizes, or makes changes to material prepared by others.
4. Researches and tracts changes affecting existing policies and procedures.
5. Coordinates required changes with College staff and TASB policy staff.

KNOWLEDGE, SKILLS, EXPERIENCE:

Position requires a Bachelor’s Degree and four years of related office experience or eight (8) years of related office experience. Three years of the related office experience must be as an executive assistant or secretary. Experience with procedure or technical writing required. Strongly proficient in Microsoft Office and related software. College level oral and written communication skills are essential. Proven ability to handle confidential information, make independent decisions, organize and prioritize schedules, and capable of working with minimal supervision. Criminal background check required.

SUPERVISION OF OTHERS:

This position is responsible for supervising any Part-Time staff employed in the executive offices.

SUPERVISION AND DIRECTION RECEIVED:

This position receives a general outline of methods to be followed in the normal course of work. The President makes a final review of the work prior to its distribution or utilization by college personnel, Board of Trustees, or dissemination in the community. Many tasks relating to this position are completed with a minimum amount of supervision, which allows greater latitude on the part of the President to interact with the college community and Board of Trustees, as well as local community officials and state educational associations. Makes daily decisions as to what the President's schedule will permit. The Executive Secretary to the President is responsible and accountable to the President for fulfilling the

objectives, standards and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

Personal computer workstation running in a Microsoft Windows environment, printer, photocopier, transcriber, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts with the community and local and state agencies.

Internal contacts with the Board of Trustees, administrators, faculty, and staff.

COMPLEXITY/EFFORT:

Job requires accuracy, ability to provide quick turn around of tasks, ability to work under pressure, and handle multiple tasks simultaneously. Must have ability to work independently, maintain confidential information, and be a team player. Ability to interpret and apply administrative and departmental policies, regulations, and rules; understand and follow complex oral and written instructions, make decisions requiring independent judgment, compose correspondence independently. Professional working relationships, both with the College and with the general public require the incumbent to maintain a high degree of judgment, tact, and discretion at all times. Work requires characteristics supported by collaborative work efforts with external and internal customers in a collegial atmosphere and demonstrated commitment to the mission of a comprehensive community college. Must be detail oriented with the ability to make day-to-day decisions consistent with college procedures. Ability to handle emergency situations as they arise in the office. Sufficient manual dexterity to prepare letters, reports, graphics and other data on the computer. Physical exertion is typical of office environment.

WORKING CONDITIONS:

Work is performed primarily in a climate-controlled open office environment shared with others with computers with minimal exposure to safety hazards. Infrequent travel and occasional use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc.

LAST MODIFIED: July 25, 2022

Employee's Signature

Date

Supervisor's Signature

Date

Initials