

TITLE: Executive Officer, Superintendent/President and Board of Trustees

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 15

SCOPE OF POSITION:

Under the direction of the Superintendent/President and the Board of Trustees , serve as a member of the President's Cabinet, supporting leadership on high-level institutional decisions, translating strategic initiatives and plans into action and working to resolve complex issues; act as a liaison between the Superintendent/President's Office, the state and federal agencies, community groups and organizations, and internal and external constituents; handle complex, sensitive and confidential communication, correspondence and policy documentation with the Superintendent/President, the Board of Trustees and college leadership; provide lead-level guidance to classified and confidential staff; interpret policies and regulations to faculty, staff, students and the public; plan, organize and direct office activities and flow of communications and information for the Superintendent/President and the Board of Trustees; perform related duties as assigned.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as a member of the President's Cabinet, support leadership and the Board of Trustees on high-level institutional decisions and policy decisions while ensuring district initiatives align with the strategic plan.
2. Serve as a liaison between the President's office and the Board of Trustees, providing strategic guidance and support for Board affairs.
3. Engage constituents in a meaningful and transparent manner; ensure operational awareness and information flow by eliciting input from all constituencies and openly communicating the priorities and decisions of Superintendent/President and the Board of Trustees; respond on behalf of the Superintendent/President to inquiries from and/or issues involving students, employees, members of the public and the media; assist in the formulation and development of policies, procedures and programs.
4. In coordination with the Director, Strategic Communications, Government & Public Relations, provide support in crisis management issues by coordinating with executive leadership, consulting legal counsel for advice and developing resolution strategies.
5. Serve as a liaison and direct communications between the Superintendent/President, community groups, organizations and external agencies regarding President's Office and District activities; assist the Superintendent/President with coordinating staff, projects and activities; serve as District liaison to officials and dignitaries; serve as District representative during related visits or events.
6. Conduct research and analysis on a range of issues related to higher education governance and operations, providing insights and recommendations to the Superintendent/President and the Board of Trustees.
7. Oversee the District policy and procedure manual; collaborate with Cabinet administrators to incorporate bi-annual changes recommended by Community College League of California (CCLC) Policy and Procedure Service; facilitate review of recommended changes with appropriate stakeholders, including relevant governance committees.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Organize, plan, and direct the daily operations of the office of the Superintendent/President and administrative support staff; develop and manage the annual office operational calendar with specific attention to administrative timelines and priorities; ensure proper and timely completion of projects and activities; maintain confidentiality of privileged and sensitive information.
9. Prepare and distribute agendas for Board of Trustees; ensure compliance with the Brown Act, Education code and other laws, rules or regulations; utilize assigned software for agenda preparation and train others on proper procedures of the software; advise Trustees on meeting procedures and legal meeting requirements.
10. Oversee the development and tracking of budgets for the President's Office and the Board of Trustees; balance, monitor and update accounts and budgets.
11. Hire, train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
12. Lead special projects and initiatives as assigned by the Superintendent/President.

KNOWLEDGE OF:

1. Strategy development principles and procedures.
2. Project management techniques.
3. Leadership and managerial principles.
4. Principles and practices of administration, supervision and training.
5. Terminology, practices, procedures, functions and operations of an administrative office.
6. Applicable laws, codes, regulations, policies and procedures including Title 5, the Brown Act and Education Code.
7. District policies and procedures.
8. Oral and written communication skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Budgeting practices regarding monitoring and control.
11. Methods of collecting and organizing data and information.
12. Digital record retrieval and storage systems.
13. Modern office practices, procedures and equipment.

ABILITY TO:

1. Manage highly complex situations, recommend potential solutions and implement decisions in a timely manner.
2. Establish and maintain effective and harmonious relations with students, faculty, staff, administrators, executive leadership, the board of trustees and the public, while developing support for District initiatives.
3. Create innovative solutions to challenging problems.

ABILITY TO – Continued

4. Speak openly and honestly to college leadership, especially in times of extreme stress or challenge.
5. Analyze situations accurately and adopt an effective course of action.
6. Demonstrate ability to, lead and support DEIA efforts throughout the district.
7. Direct the maintenance of a variety of reports, records and files related to assigned activities.
8. Represent the District in meetings with community and governmental bodies when required.
9. Communicate effectively both orally and in writing to the college community.
10. Direct programs, staff and cross-functional teams in an efficient and effective manner.
11. Work independently with little direction.
12. Ensure smooth and efficient office operations.
13. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
14. Organize complex materials and summarize discussions and actions taken in report form.
15. Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
16. Ensure efficient and timely completion of office and program projects and activities.
17. Effectively train, supervise and evaluate the performance of assigned staff.
18. Operate a variety of office equipment including a computer and assigned software.
19. Plan, prioritize and schedule work.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in business management or related field.

Experience:

Increasingly responsible experience of collaborating on executive leadership, project management and strategy development.