

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Chancellor's Office Technician

**Unit:** Confidential

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**Job Code:** L1750

**Original Date:** 11/2002

**Last Revision:** 07/2024

**Staff Type:** Classified

**FLSA status:** Non-exempt

**Salary Range:** 22

### **DEFINITION**

Under the general direction of the assigned supervisor or manager, the Chancellor's Office Technician performs a wide variety of duties in support of the daily operations of the Chancellor's Office, including planning, organizing, performing, and completing difficult, complex, and specialized clerical, secretarial, and technical work; conducting research, and analyzing paraprofessional and technical matters, making routine decisions independently, recommending resolution of novel and unique matters, and communicating decisions to various stakeholders; independently interpret and apply laws, regulations, district policies and procedures, and standard business practices, developing and maintaining cooperative working relationships with college and district divisions and departments; relieving the Supervisor, Director, Chancellor, and Board Members of clerical and routine administrative details and assist or act as back-up as recording secretary, including taking minutes of Board meetings during the Supervisor's absence or as requested; and performing related work to maintain office and district operations as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Chancellor's Office Technician reports to supervisors and managers, including the Chancellor and Board of Trustees, actively involved in collective bargaining and participates in the development, presentation, and/or recording and maintenance of collective bargaining proposals. This classification requires a substantial amount of confidentiality, discretion, tact, independence, judgement, and initiative. Incumbents may be required to attend meetings regarding collective bargaining, including closed session meetings of the Board of Trustees.

### **EXAMPLE OF DUTIES**

1. Perform detailed administrative work regarding documents and agreements. Prepare a variety of correspondence, agendas, memoranda, reports, and other materials; establish and maintain complex, interrelated filing systems, both hard copy and electronic, and perform confidential duties related to sensitive issues of the Board of Trustees, Chancellor, Trustee Advisory Council, Chancellor's Cabinet, District Governance Council, and other committees as needed. May research and prepare information for Board agenda items.
2. Establish and maintain positive staff and public relations. Serve as liaison between the Chancellor's Office and staff, the public, government, community and industry organizations, and other District or campus officials. May represent the Chancellor's Office in meetings, committees, and conferences related to the daily operation of the division. Assist faculty, staff, and students with administrative matters.
3. Arrange, schedule, and attend a variety of meetings and conferences. Schedule travel for the Chancellor and Board Members for district-related activities.
4. Maintain and index official records of the Chancellor's Office, draft memos for Chancellor and Board members; compose correspondence independently on behalf of Chancellor or Board Members as directed.
5. Receive visitors, schedule appointments, and maintain calendar; screen visitors and phone calls and refer to appropriate staff members using independent judgement, knowledge, and interpretation of policies and procedures.

6. Operate computers and business-related software to compose, create, maintain, and manage correspondence, files, and reports; enter and extract data, create and develop specialized and technical documents using a variety of computer applications, including word processing, spreadsheets, and databases. Review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
7. Independently provide information and assistance to others in locating, communicating, and interpreting District and division policies and procedures, exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other laws.
8. Conduct research and analyses of a paraprofessional nature; coordinate, plan, and organize special studies and analysis; compile, organize, arrange, and analyze data, and prepare reports.
9. Compile, prepare, monitor, audit, and analyze district expenditures related to payroll, purchasing, budget, grants, contracts, and other division functions. Submit recommendations for the budget development process.
10. Receive, open, and distribute mail; identify and refer matters to the appropriate manager or supervisor in order of priority. Order and maintain materials and office supplies as assigned.
11. May provide work direction and training and act as a lead over other classified staff.
12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge:**

Applicable sections of California Education Code.  
Basic principles of accounting and bookkeeping.  
Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.  
Computer applications, including word processing, spreadsheets, and databases.  
Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and staff.  
District organization, operations, policies, and objectives.  
Effective oral and written communication skills with diverse audiences.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Laws, regulations, policies and procedures, and rules governing the preparation of agenda items for meetings of the Board of Trustees, organization and facilitation of public and closed session meetings of the Board of Trustees, and recordkeeping of meetings of the Board of Trustees.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Principles and practices of administration, supervision, and training.  
Principles and practices of office management and records maintenance.  
Procedures and practices used in budget analysis, preparation, and maintenance.  
Record-keeping techniques.  
Robert's Rules of Order.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively orally and in writing with diverse audiences.
- Compose correspondence and other documents independently.
- Conduct research, compile data, and prepare reports.
- Coordinate special events.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with diverse stakeholders.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Handle situations with initiative and tact.
- Interpret, explain, and apply complex District laws, rules, policies, and procedures related to the work of the division.
- Maintain calendars and schedules.
- Maintain complex interrelated files and confidential records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Perform responsible and complex administrative and clerical work with speed and accuracy.
- Plan and organize work.
- Train and provide work direction to others.
- Work confidentially with discretion.
- Work cooperatively with people from diverse cultural backgrounds.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible executive administrative and clerical experience, including at least one-year in a public agency, and one year of experience in training and providing work direction to others.

**WORKING CONDITIONS**Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. May require travel between District sites.