

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Supervisor, Chancellor's Office Operations

Unit: Confidential

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Job Code:	L1171
Original Date:	01/2006
Last Revision:	07/2024
Staff Type:	Classified
FLSA status:	Exempt
Salary Range:	27

DEFINITION

Under the direction of the Director, Chancellor's Office Operations, the Supervisor, Chancellor's Office Operations plans, organizes, administers, supervises, and coordinates the daily operations of the District Chancellor's Office and staff. The Supervisor serves as the board recording secretary, assists District staff in researching and resolving District business matters associated with the Chancellor's Office, and serves as the primary liaison with Board members responding to queries and requests and with General Counsel and District administrators. Incumbents manage and coordinate office functions in a centralized division and perform a variety of complex clerical and technical work with significant independence. The Supervisor serves as back-up to the Director as necessary. The Supervisor oversees development of the Board of Trustees public meeting agendas, administers the use of the District's e-governance platform, and coordinates and maintains board policies and administrative procedures pertaining to the Board of Trustees and ensures they are regularly reviewed and updated.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Chancellor's Office Operations 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 class requires a substantial amount of confidentiality, discretion, tact, independence, judgment, 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. Plan, organize, administer, supervise, and coordinate the daily operations of the Chancellor's Office.
2. Serve as recording secretary for Board Meetings, record and maintain the official record of minutes, and prepare and distribute official excerpts and summaries of Board Actions and Reports.
3. Coordinate board agenda item approval processes and procedures; supervise the submission of agenda items to the Board of Trustees; review documents for accuracy, completeness, and legal, policy, and procedural compliance; assist others in preparation of information for the Board of Trustees; develop agenda items as directed by the Chancellor; and recommend and administer the use and maintenance of the District's e-governance platform.
4. Establish and maintain file procedures to ensure timely schedule of board agenda items and reports; prepare and maintain schedule of agenda items and follow up to items necessary for Board agencies; advise staff of schedule of due dates for Board items to meet required deadlines; schedule regular, periodic reports for Board presentation; prepare and maintain official historical records and files of Board exhibits and actions; and develop tentative schedule of Board of Trustee meetings and index Board minutes for historical files.
5. Prepare or review preparation of assignments for the Chancellor and/or administrators requesting action or information based on motions or directions from Board Meetings; maintain and follow through on confidential and sensitive Board items; maintain assignment log
6. Serve as a resource to District staff to research and resolve District business associated with Board Meetings and Board Actions; serve as the liaison with Board Members, General Counsel, and District administrators and respond to queries and requests; and report information where independent judgment, specific knowledge, and interpretation of policies and regulations may be necessary.

7. Plan, organize, direct, supervise and lead daily operations in the Chancellor's Office, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
8. Collect and compile data and other information, investigate topics, and prepare reports as directed and review and proofread documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations.
9. Plan and present workshops to staff as needed for board meeting and other council/committee agendas.
10. Maintain and track Chancellor's Office budgets as assigned; advise Director and Chancellor of status as requested; submit recommendations for budget and capital improvements; oversee the membership budget; and submit payroll and other time-keeping forms.
11. Provide information to the Chancellor's Cabinet, District Governance Council, and other councils and committees as needed and take and transcribe minutes from a variety of meetings as assigned.
12. Independently provide information and assistance to others in locating, communicating, and interpreting District and division policies and procedures and exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other laws.
13. Operate computers and business-related software to create and maintain board and other agendas and minutes on-line; compose correspondence independently; create, maintain, and manage files and reports.
14. Act as or coordinate back-up for Director, Chancellor's Office Operations, including taking of minutes of Chancellor's Cabinet and other general responsibilities during the Director's absence or as requested and assist the Director and Chancellor as assigned.
15. Supervise the maintenance of permanent records of the division, including computerized storage and retrieval systems.
16. Work collaboratively and professionally with faculty, staff, students, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
17. Demonstrate cultural humility, sensitivity, and equity-minded behaviors in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
18. Contribute positively to a culture of diversity, equity, and inclusion in the Chancellor's Office.
19. 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, mission, strategic objectives, policies, procedures and rules.

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.

Principles and procedures of project planning.

Procedures and practices used in budget analysis, preparation, and maintenance.

Record-keeping techniques.

Robert's Rules of Order.

Skills and Abilities:

Communicate effectively orally and in writing with diverse audiences.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.

Demonstrate interpersonal skills using tact, diplomacy, and courtesy.

Establish and maintain effective working relationships with diverse stakeholders.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Interpret, explain, and apply complex District laws, rules, policies, and procedures related to the work of the office.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Maintain appropriate professionalism in stressful situations.

Maintain division budgets.

Maintain records, assemble data, and prepare correspondence and reports.

Meet schedules and time lines.

Operate computers and business-related software, including word processing, spreadsheets, and databases.

Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.

Perform difficult clerical and administrative work and effectively relieve Director, Chancellor, and Board Members of routine administrative details.

Understand and follow oral and written direction.

Work confidentially with discretion.

Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: one year of college course work in business or public administration or related field and three years of increasingly responsible professional/technical experience, including some experience in training and providing work direction to others. Work experience with a governing body and Board Dockets and materials is preferable.

WORKING CONDITIONS

Physical requirements:
Category III

Environment:
Favorable, involves an office. May require travel between District sites and outside of the District.