

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Board Office Supervisor

Unit: Supervisory & Professional

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Job Code: D1171
Original Date: 01/2006
Last Revision: 08/2019
Staff Type: Classified
FLSA status: Exempt
Salary Range: 09

DEFINITION

Under the direction of the Executive Assistant to the Chancellor, plan, organize, administer, supervise, and coordinate the operations of the District Board of Trustees and Chancellor's Office and staff. Perform as the recording secretary; serve as a resource to District staff to research and resolve problems related to District business that are associated to the Board of Trustees; serve as the liaison with Board Members responding to queries and requests and with County Counsel and District administrators. Perform independently in managing and coordinating the office functions in a centralized department and perform a variety of complex clerical and technical work, including back-up to the Chancellor's Office, to ensure accurate and timely completion of tasks.

EXAMPLE OF DUTIES

1. Plan, organize, supervise, monitor, administer, and coordinate the daily operation of the Board of Trustees' Office's and the Chancellor's Office's functions. Supervise the maintenance of permanent records of the department, including computerized storage and retrieval systems.
2. Serve as recording secretary for Board Meetings; write/prepare the official minutes; maintain official records of minutes; prepare official excerpts of Board Actions; coordinate preparation of tapes of discussions as requested. 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 conformance to applicable rules and regulations and for compliance with District policies and procedures, State regulations and Education Code, and federal requirements.
3. Administer the Board of Trustees Office's functions, budget operations, timekeeping, and personnel/payroll. Organize, schedule, assign, and review the work of clerical staff in the Board of Trustees' Office and the Chancellor's Office; provide technical direction and guidance; assign work to facilitate the continuous work flow of the department.
4. Serve as a resource to District staff to research and resolve problems related to District business associated to Board Meetings and Board Actions. Serve as the liaison with Board Members, County Counsel, and District administrators and respond to queries and requests. Report information in person or by telephone where judgment, specific knowledge, and interpretation of policies and regulations may be necessary.
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. Collect and compile data and other information, investigate topics, and prepare reports. Review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
6. Review and edit Docket items submitted by Chancellor's Cabinet for compliance with District policies and procedures, and legal requirements, completeness of information and for correctness of form. Write Docket items for the Chancellor as requested. Research Board minutes and Dockets to assist others in preparation of exhibits and reports.
7. Supervise, and train assigned classified staff in the Board of Trustees and Chancellor's Office. Interview and recommend the hiring of clerical personnel; establish training programs. Evaluate and document performance of classified staff; recommend disciplinary action as appropriate. Direct other secretarial and clerical support, including that of the District Trustees' Advisory Council. Plan and present workshops to staff as needed on Docket preparation and related information.

8. Maintain Board and other budgets as assigned; advise members of status as requested. Submit recommendations for budget and capital improvements. Oversee the membership budget and processing time-keeping and track payroll and budget for District Board of Trustees and Chancellor's Office.
9. Establish and maintain file procedures to ensure timely schedule of Docket 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. Develop tentative schedule of Board of Trustee meetings and index approved Board minutes for historical files.
10. Provide information to the Chancellor's Cabinet and the District Governance Council. Attend Board meetings to ensure completion of various tasks related to Board Actions; take and transcribe minutes from a variety of meetings; prepare Report on Communications section of the Board Docket, summarizing content of letters to the Board and recommended action of the Board.
11. Operate computers and business related software to create and maintain Board Dockets on-line; provide Docket pages to be used for approved minutes; compose correspondence; create, maintain, and manage files and reports.
12. Act as or coordinate back-up for Chancellor's Office, including taking of minutes of Chancellor's Cabinet and other general responsibilities of Chancellor's Office during the secretary's absence or as requested. Assist the Executive Assistant to the Chancellor as assigned.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic accounting principles.
- Community groups and other organizations having frequent Board contact.
- Correct English usage and report writing techniques.
- District computing systems and applications related to assignment.
- District organization, operations, policies, terminology, programs, and objectives.
- English usage; grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Professional and personal traits and attributes of Board Members.
- Principles and practices of supervision and training.
- Record-keeping techniques.
- Robert's Rules of Order.
- Rules, regulations, laws, and policies governing the District and the meetings of the Board of Trustees, especially the Brown Act of the Government Code and applicable sections of California Education Code.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Apply, interpret, and explain applicable policy, procedures, and regulations.
- Communicate effectively both orally and in writing.
- Deal with problematic people and situations.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with others.
- Interact with diverse population using tact, discretion, and confidentiality.

- Maintain Board budget.
- 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.
- Perform difficult clerical and secretarial work and effectively relieve Board Members of routine administrative details.
- Plan and organize work; meet schedules and time lines.
- Take dictation and transcribe accurately.
- Train and supervise personnel.
- Type/keyboard at 65 words per minute.
- 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 two years of increasingly responsible professional/technical experience. Work experience with a governing body and Board Dockets and materials is preferable.

WORKING CONDITIONS

Physical requirements:

Category III

Environment:

Favorable, involves an office.