

**San Jose · Evergreen Community College District
Supervisory Job Description**

Position: Chancellor's Office Supervisor

Department: Chancellor's Office

Location: District Office

Date: 10/12/2022

POSITION PURPOSE

Under the direction of the Chancellor, plan, direct and oversee the day-to-day operations of the Chancellor's Office; serve as custodian of record for the legal confidential records of the Governing Board; give and receive legal notices, certify official minutes, resolutions, and excerpts; plan, coordinate, and direct the implementation of procedures related to the Office and Governing Board; provide administrative support to the Chancellor and members of the Board and provide information and assistance to faculty, staff, students, and the public.

DISTINGUISHING CHARACTERISTICS

This position is responsible for managing the day-to-day operations of the Chancellor's office, and supervising and overseeing secretarial support staff. Incumbent at this level works independently, and is expected to be fully trained in all procedures related to assigned area of responsibility. This position supports and assists the Chancellor with administrative functions involved in working with the Board.

KEY DUTIES and RESPONSIBILITIES

1. Supervise the day-to-day operations of the Chancellor's Office and establish and implement office procedures.
2. Serve as a liaison for the Chancellor and Governing Board with college administrators, staff, students and the general public; respond to sensitive complaints and requests for information from the general public, students, faculty and staff; interpret and apply policies and procedures.
3. Manage and oversee the day-to-day operations of the Chancellor's Office; assign, oversee and review the work of assigned staff; ensure that work is completed accurately and timely.
4. Develop and implement procedures for preparation of the Governing Board agendas, minutes, and all official notices of meetings of the Governing Board in compliance with legal requirements; coordinate the preparation and distribution of these materials in a timely manner.
5. Attend all regular and special Governing Board meetings; prepare minutes; distribute minutes for Board approval. Serve as custodian of the legal records and "closed session" items of the meetings.
6. Oversee the follow-up of Board actions requiring correspondence or notification to public agencies, District personnel, and the public as appropriate.
7. Provide technical expertise and serve as resource to faculty, staff, students, administration, and members of the public for Governing Board actions and records, policy, and procedures.
8. Initiate and maintain a variety of confidential files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records; maintain records related to specific area of assignment.
9. Maintain calendars of department activities, meetings and various events; coordinate office accommodations as required; coordinate travel arrangements; process reimbursement requests.
10. Participate in the preparation and administration of the Chancellor's Office and Governing Board budget; monitor expenditures; submit budget recommendations.

11. Research, compile, analyze and summarize data for special projects and reports; ensure adherence to election rules.
12. Assist and relief the Chancellor of administrative detail in implementing Board policy, statutory requirements, and other duties associated with role of the Chancellor.
13. Manage Governing Board software systems, webpages, libraries, and accounts; train staff in use of this system when necessary; work with ITSS to ensure all Board technology is in working order.
14. Participate in the coordination and management of the District's Policy and Procedure Program; coordinate annual continuous policy and procedure review cycle in compliance with legal, district and accreditation requirements.
15. Oversee social functions and special projects assigned by the Chancellor or members of the Governing Board.
16. Serve as District's Form 700 Filing Agency Official and regularly update the District's Conflict of Interest Code.
17. Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and procedures of supervision, record keeping and office management.
2. Functions and organizational policies of a community college district as well as laws and regulations pertaining to community college governance and administration.
3. Parliamentary procedures and open meeting laws governing official meetings
4. Principles of business letter writing and budget development.
5. Correct English usage, spelling, grammar and punctuation.
6. Modern office procedures, methods and computer equipment including telephone techniques and etiquette.
7. Principles and techniques used in public relations.
8. Governing Board policies and procedures.

Skills and Abilities to:

1. Perform assigned work involving the use of independent judgment and personal initiative.
2. Understand the organization and operation of assigned office as necessary to assume assigned responsibilities.
3. Interpret, apply and communicate District policies and procedures.
4. Coordinate and oversee the work of lower level staff.

5. Interpret and apply administrative and departmental policies and procedures.
6. Operate a variety of office machines including a word processor.
7. Maintain confidential and administrative records and files.
8. Communicate clearly and concisely, both orally and in writing.
9. Prioritize work and work independently in the absence of supervision.
10. Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

1. An Associate Degree.
2. Four years of directly related experience, with at least two years in a lead or supervisory capacity.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environmental Conditions:

1. Typical office environment.

Physical Conditions:

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Board Approved: 6/14/16; 10/11/2022
Salary Schedule: 135
EEO Category: 2B2 – Other Professionals