

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Supervisor, Chancellor's Office

Department: Chancellor's Office

POSITION PURPOSE

Under direction, the Supervisor, Chancellor's Office oversees day-to-day operations and support staff of the Office and provides administrative support to the Chancellor and Board members; plans, coordinates, and leads the implementation of policies/procedures related to the Office and Governing Board; serves as custodian of record for the legal confidential records of the Board; provides information and assistance to faculty, staff, students, and the public related to legal notices, certifying official minutes, resolutions, and excerpts; coordinates, assigns, reviews and participates in the work of assigned staff; ensures conformance with audits, budgets, reporting processes, and other regulations, policies and procedures; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, organizes, schedules, supervises and evaluates the daily operations/activities of the Chancellor's Office; monitors the administrative processes, establishes and implements office procedures/policies; assigns, oversees and reviews the work of assigned support staff; ensures work is completed efficiently, accurately and timely.
2. Coordinates and participates in supporting the Chancellor and members of the Governing Board in administrative areas to include developing and implementing processes for preparation of the Governing Board agendas, minutes, and official notices of meetings in compliance with legal requirements; coordinates the preparation, distribution, and posting of Board communication materials according to policy.
3. Attends all regular and special Governing Board meetings; records, prepares and distributes minutes for Board approval; serves as custodian of legal records including closed-session meeting items; oversees the follow-up of Board actions requiring correspondence or notification to public agencies, District personnel, and the public; complies strictly with rules governing public documentations including the Brown Act, Roberts Rules of Order/Parliamentary Procedure, Statements of Economic Interests and other requirements.
4. Serves as a liaison for the Chancellor and Governing Board with college administrators, staff, students and the public; provides technical expertise and resources to faculty, staff, students, administration, and members of the public pertaining to Governing Board actions and records, policy and procedures; responds to sensitive complaints and requests for information from the public, students, faculty and staff; interprets and applies policies and procedures.
5. Maintains calendars of department activities, meetings and various events; coordinates office accommodations and travel arrangements for Board members and the Chancellor; processes reimbursement requests; monitors department expenditures; submits budget adjustment recommendations, when necessary.

6. Initiates, assigns, and maintains a variety of confidential files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records; maintains records of Office activities; adheres to and supports general auditing procedures for the Office.
7. Assists and relieves the Chancellor of administrative details in implementing Board policy, statutory requirements, and other related duties; serves as the District's Form 700 Filing Agency Official and regularly updates the District's Conflict of Interest Code; consults with legal counsel and offers recommendations on matters related to elections, rules of law and public services administration.
8. Researches, compiles, analyzes and summarizes data for special projects and reports; supervises and coordinates department research and planning teams in the collection, preparation and presentation of reports; ensures adherence to election rules; participates in the coordination and management of the District's Policy and Procedure Program; coordinates annual continuous policy and procedure review cycle in compliance with legal, District and accreditation requirements.
9. Manages Governing Board software systems, webpages, libraries, and accounts; administers, maintains and trains staff on use of BoardDocs systems; provides administrative support to BoardDocs users on technical and content-related issues.
10. Collaborates with ITSS to ensure Board technology is accessible and in working order during live-stream meeting broadcast sessions; plans and coordinates facility logistics to accommodate administration-level meetings.
11. Contributes and assists in the development and administration of the Chancellor's Office and Governing Board budgets; identifies and prioritizes competing needs and strategic allocation of resources; prepares and completes the annual comprehensive budget program review and related budget request forms; reviews and approves requests for the purchase of goods and services according to policies.
12. Assigns and evaluates the work outputs and performance of assigned staff, student workers, volunteers and vendors; participates in interviews and selection of employees; provides supervision and ensures conformance and quality of completed work; approves time cards for assigned staff; provides employee performance feedback and participates in the evaluation process as directed.
13. Contributes to, and assists with, presentations to be delivered to the Board of Trustees and other board-level groups.
14. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars as directed.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Parliamentary procedures and open meeting laws governing official meetings including the Brown Act.
2. Provisions of collective bargaining agreements.
3. Functions and organizational policies of a community college district as well as laws and regulations pertaining to community college governance and administration.
4. Principles, practices and methods of administrative, organizational and management analysis.

5. Principles and procedures of supervision, record keeping and office management.
6. Pertinent federal, state and local laws, codes and regulations.
7. Budget preparation and control.
8. Federal, state and other applicable laws and regulations and District policies and procedures governing grant administration, admission and attendance including applicable sections of California Education Code, Title 5, - Family Educational Rights and Privacy Act (FERPA).
9. Principles and practices of effective supervision and leadership.
10. Principles and practices used in preparing comprehensive, clear, and concise reports.
11. Principles, practices, methods and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
12. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
13. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Coordinate and oversee the daily operations and work of the Chancellor's Office.
2. Assign, review and approve work completed by assigned staff, student workers, volunteers and vendors.
3. Interpret, apply and explain administrative and departmental rules, regulations, policies and procedures.
4. Maintain confidential and administrative records and files.
5. Recruit, train, supervise, and evaluate personnel.
6. Plan and organize work to meet schedules and timelines.
7. Provide accurate and timely reporting and accountability.
8. Prepare comprehensive program reports and reviews.
9. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
10. Present solutions to management with confidence and effectiveness.
11. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
12. Estimate and ensure adequate resources to meet labor, material and time requirements.
13. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
14. Build and foster knowledgeable, cohesive and effective work teams.
15. Establish and maintain cooperative and effective working relationships with others.
16. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. A bachelor's degree from an accredited institution in business administration, human resources, communications or a closely related field.
2. Two years of progressively responsible experience providing administrative support services in an academic setting, including one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, 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 ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and periodic evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to accurately and clearly communicate information and ideas in a manner that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: S-135

EEO Category: 2B2- Other Professionals