

Position: Manager, Office of the President, Trustee Services,
& Strategic Initiatives

Grade: 27

Summary

Under the direction of the President/Superintendent, coordinates, oversees, and manages a wide variety of advanced, specialized, sensitive, and complex administrative planning, organization, and direction of duties for the President/Superintendent and Board of Trustees. The position is responsible for project oversight and management of special projects for the District in coordination with the Executive Council, with a particular focus on cross-divisional projects aligning with institutional goals and priorities. The position requires thorough knowledge of the President's Office, Board of Trustees, regulatory legislation, and District policies, procedures, and operational details. Represents the President/Superintendent through collaboration with the Director of College Relations, Public Affairs and Government Relations on strategic legislative affairs and governmental relations for the District which promote advocacy and legislative priorities for District programs, services, and activities with federal, state and local public agencies. Supports administration in the preparation of collective bargaining reports and documents for the Board of Trustees. Participates as a member of the President/Superintendent's Executive Council, manages meeting agendas, and works on assigned councils and committees.

Supervision Received and Exercised

Receives general direction from the President/Superintendent. Exercises general direction and supervision over assigned staff. May provide technical direction to personnel who report directly to the President/Superintendent.

Distinguishing Career Features

The Manager, Office of the President, Trustee Services, & Strategic Initiatives directs, oversees, and participates in all activities assigned to the President's Office and collaborates with the Executive Council to provide leadership and support in fulfilling the District's vision, mission, and strategic goals. Incumbent performs a variety of administrative, coordinative, analytical, liaison, and office coordination work and oversight for the President, Board of Trustees, and associated staff. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of College activities, and the ability to conduct independent projects, as well as perform various research and oversight of budgetary and supportive functions. The position supports President/Superintendent and Board of Trustees with legislative research and drafting of legislation at local, state, and federal levels as requested. Work often involves handling a broad scope of proprietary and private information.

Essential Duties and Responsibilities

- Coordinates complex strategic initiatives across functions and ensure timely progress.
Coordinates cross-functional teams to ensure each group completes its responsibilities.

Coordinates efforts to develop, implement, and track projects related to the District's strategic goals and anticipated outcomes.

- Coordinates the development of the annual strategic goals with Executive Council, provides project management to support implementation of strategies and outcomes, and tracks progress of strategies and goals for purposes of annual progress update documentation.
- Provides ongoing and special project management support to the President and the Board of Trustees to relieve them of a wide and complex variety of administrative details, including preparing and proofing reports and correspondence; attending meetings and taking minutes, and managing all office operations.
- Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to and addresses staff questions and concerns.
- Researches data linked to proposed, pending or existing legislation; and informational programs and events for community leaders, industry leaders, and elected officials and regarding the district's contributions and priorities.
- Investigates and reviews verbal and written inquiries regarding the status of legislation and budget proposals identified as having potential impact on District.
- Serves on or attends meetings on behalf of the Executive Council, including but not limited to College Committees, task forces, and other work groups as needed.
- Assists District administration and collaborates with the Director of College Relations, Public Affairs and Government Relations in developing effective strategies for promoting the District's position on legislative matters.
- Serves as recording secretary to the Board by compiling, proofreading, and posting agenda materials; preparing, drafting, and filing records of official Board minutes; and by researching Board actions, Education Code sections, and Brown Act for compliance as requested.
- Informs the President/Superintendent and the Board of the activities of other administrators, decisions reached, policies established, and the facts needed for any given situation.
- Collaborates with college stakeholders on institutional planning and other issues that impact the District and in consultation with the President/Superintendent, prepares and/or contributes to the development of reports, briefings, presentations and responses on institutional planning and strategic issues.
- Coordinates follow-up activities to Board of Trustee actions with necessary notifications.
- Prepares and maintains a variety of records and files including records of official

Board minutes and actions, ledger sheets for budget, legal files, and other materials.

- Oversees compliance with Conflict of Interest filings for Board, President/Superintendent, and designated administrators.
- Oversees and participates in indexing Board requests, directions, and actions.
- Transmits orders and decisions of the Board and the President/Superintendent to various organizational units.
- Interprets information, policies, procedures, and guidelines for District staff, students, public officials, outside organizations and entities, and the general public, and provides a high level of service excellence.
- Collects information and prepares replies to requests from other institutions regarding policies and procedures of the District.
- Researches, analyzes and prepares various administrative and fiscal reports.
- Independently prepares a variety of official correspondence, reports, and inquires for internal and external constituencies regarding various matters including but not limited to community and governmental relations matters.
- Assists the President/Superintendent with correspondence addressing issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment, or negotiation.
- Coordinates and arranges meetings, conferences, travel appointments, speaking engagements, project timelines, interviews, and special events for the President/Superintendent and Board members.
- Prepares agendas and assembles required documents and information for administrative meetings.
- Functions as a District liaison to officials and dignitaries, arranging accommodations as requested. Plans and coordinates activities and serves as a District representative during their visits or events.
- Maintains control files of materials in progress and expedites completion.
- Ensures that legal obligations are met in the preparation of agendas and support material for meetings of the Board. Coordinates other campus preparations for Board meetings.
- Records, organizes, and prepares reports, memoranda, documents, payroll and statistical data, minutes, and excerpts of minutes of meetings of the Board and other meetings as assigned.
- Coordinates and oversees confidential personnel matters and matters pertaining to the Office of the President.

- Maintains files and information related to negotiations and the District.
- Plans and coordinates all Board-sponsored events.
- Serves as the President's liaison between deans, students, faculty, staff, and public. Coordinates activities with and elicits cooperation with other offices and departments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a bachelor's degree with emphasis in business, communications, public administration, public policy, or a related area and a minimum of 5 years of progressive experience at the level of Administrative Assistant or related management position, or a sufficient combination of experience, that demonstrates the ability to successfully perform the essential duties of the position. A master's degree is preferred.

Must possess evidence of sensitivity to and the understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).

Knowledge and Skills

The position requires professional knowledge of:

- Organization, functions, and leadership of state and higher education committees
- Organization, functions, and inter-relationships of operating units and programs of the District
- Principles of public and community relations
- Principles of research, data collection & analysis, and report preparation techniques to support policy development and decision-making
- Principles of business management and public administration
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Executive office practices, Board procedures, filing and archiving systems, professional telephone acumen, and professional letter ~~and report~~ writing.
- Business best practices and time management techniques.
- Rules, policies, and procedures associated with public meetings (Brown Act), board proceedings, and higher education processes (Education Code).
- Various office machine operations, including computers and peripheral equipment.
- Personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and special applications and databases used by the District.

The position requires demonstrated skill in:

- Math to perform financial and statistical record keeping.
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Human relations/interpersonal skills to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, convey technical concepts, and deal with confidential information.
- Research techniques.

Abilities

This position requires the ability to:

- Develop goals, objectives, policies, and procedures, work standards, and internal controls for assigned functional areas.
- Independently perform all of the duties of the position efficiently and effectively.
- Learn, interpret, and apply knowledge of the District's functions, policies, procedures, rules, regulations, goals, and objectives.
- Compile, prepare, and maintain complex and confidential records reports.
- Maintain confidential data and information for the President and Board of Trustees.
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Plan, organize, and prioritize work in order to meet schedules and timelines in a fast-paced environment.
- Analyze situations and accurately and adopt an effective course of action.
- Communicate with a wide range of contacts within and outside the District with tact, diplomacy and courtesy, and in a manner that reflects positively on the District.
- Travel nationally and statewide on a frequent basis.
- Maintain productive and cooperative working relationships with others.

Physical Abilities

This position requires the physical ability to:

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Sit for extended periods of time, to utilize a computer and peripheral equipment, and to move about various campus locations.
- The ability to observe details at close range (within a few feet of the observer) in order to read, recognize printed materials, and computer screen (printed and online) for more than 50% of the expected work time.
- Use of hearing and speech to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Constantly operate standard office equipment including but not limited to a computer, printer, and copy machine.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Attend evening and off-site meetings.

Licenses and Certificates

May require a valid driver's license.

Work Environment

Work is performed in an office setting with minimal exposure to health and safety issues.

Revised: **August 11, 2011**
 June 21, 2023