

Position: Director, Office of the President, Trustee Services,
Government Relations & Strategic Initiatives

Grade: 34

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 Public Relations and Communications 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 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 Director, Office of the President, Trustee Services, Government Relations & 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 various aspects of government relations including but not limited to advocacy, 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

1. Develops strategic plans for the District's governmental relations and legislative affairs, including: local, state, and federal legislation and its impact on the District; advocacy for the District, District programs, and for the District's legislative priorities; research data linked to proposed, pending, or existing legislation, and information programs and events for community leaders, industry leaders, elected officials, and others regarding the District's contributions and priorities.
2. Oversees the activities and actions of federal, state, and local governmental lobbyists; facilitates interaction between administrative staff, the Board of Trustees, and appropriate staff with lobbyists, governmental officials, and other persons influence related to District's short and long-term goals and objectives.
3. Prepares testimony, statements, correspondence, reports, and presentations regarding legislative, governmental matters, and strategic campus-wide goals for the President/Superintendent, Board members, and Executive Council.
4. Provides policy recommendations, technical assistance, special project management, and information to the Board of Trustees, President/Superintendent and Executive Council related to governmental and legislative affairs.
5. Monitors, and tracks federal, state, and local legislation to assess the impact on District operations and facilitates the development of responses and recommendation.
6. Represents the District at meetings and events related to District legislative, governmental relations policies, priorities, missions, strategic initiatives, annual goals and related matters.
7. Fosters interest of legislative, political, interest, professional, employee, student, business and community groups and organizations in District programs, services, and activities.
8. Collaborates with internal stakeholders and external partners including advocacy organizations to build alliances that drive outcomes in public policy.
9. Establishes and maintains effective working relationships through partnerships and alliances with internal and external constituent groups, private organizations, elected officials and their representatives.
10. Provides strategic and innovative advice to the President/Superintendent in the design, implementation, and continuous improvement for District-wide special projects, taskforces, and advisory committees; collects and gathers data for reports and inquiries.
11. Plans and coordinates annual advocacy visits to local government in surrounding cities, Los Angeles County Board of Supervisors, Washington, DC and Sacramento.
12. Directs and prepares a variety of correspondence, reports, and presentations regarding legislative and governmental relations matters.

13. Coordinates cross-functional teams to ensure each group completes its responsibilities. Coordinates efforts to develop, implement, and track projects related to the District's annual strategic goals and anticipated outcomes.
14. 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.
15. 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.
16. Assists District administration and collaborates with the Director of Public Relations and Communications in developing effective strategies for promoting the District's position on legislative matters.
17. 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.
18. 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.
19. Prepares and maintains a variety of records following Board of Trustee actions and files including records of official Board minutes and actions, President's office budget, legal files, and other materials in progress monitoring and completion.
20. Oversees compliance with Conflict of Interest filings for Board, President/Superintendent, and designated administrators.
21. Oversees and participates in indexing Board requests, directions, and actions.
22. Transmits orders and decisions of the Board and the President/Superintendent to various organizational units.
23. 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.
24. Collects information and prepares replies to requests from other institutions regarding policies and procedures of the District.

25. Assists the President/Superintendent with correspondence addressing issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment, or negotiation.
26. Coordinates and arranges meetings, conferences, travel appointments, speaking engagements, project timelines, interviews, and special events for the President/Superintendent and Board members.
27. 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.
28. 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.
29. Plans and coordinates all Board-sponsored events.
30. Serves as the President's liaison between deans, students, faculty, staff, and public. Coordinates activities with and elicits cooperation with other offices and departments.
31. Maintains currency of knowledge and skills related to the duties and responsibilities.
32. Performs other related duties assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a master'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. Experience in higher education is desirable.

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:

- Principles, practices and methods of governmental affairs, education policy, and advocacy.
- Local, state, and federal laws and regulations pertinent to assigned area of responsibility.
- Government departments and industry organizations responsible for expanding District organization, operations, and objectives.
- Organization, functions, and leadership of state and higher education committees

- Organization, functions, and inter-relationships of operating units and programs of the District.
- Local, regional, statewide, and national trends in higher education.
- 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.
- Capabilities of computer systems and applications to legislative and governmental relations.
- Principles and practices of employee supervision.
- Executive office practices, Board procedures, filing and archiving systems, professional telephone acumen, and professional letter 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 and implement political engagement strategy with local, state, and federal government officials and lobbyists.
- Effectively communicate both orally and in writing, with diverse constituencies within the District.
- Interpret, apply, and explain applicable District, policies and procedures- objectives, -and local, state, and federal laws and regulations.
- Foster trust and confidence, earn support from internal and external constituencies.
- Anticipate conditions, plan ahead, establish priorities, and meet schedules.
- Recognize the critical elements of various issues, develop and evaluate data, and determine solutions.
- Compile, prepare, and present complex effective oral and written communications, presentations, and 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.
- Exercise initiative, discretion, and critical judgement.
- Travel to locations within and outside the District.
- Independently perform all of the duties of the position efficiently and effectively.

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
June 12, 2024