

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CHIEF OF STAFF

U160.100

BASIC FUNCTION: Under the general supervision of the Superintendent/ President, the Chief of Staff serves as an advisor to the Superintendent/President and oversees the proper function of all administrative activities, including coordination of communication for the Office. The Chief of Staff, performs highly complex executive, administrative, and secretarial functions requiring the application of a broad knowledge of rules, regulations, laws, and policies and procedures governing the district in support of the Superintendent/President and the Board of Trustees. The Chief of Staff provides or supervises support functions for the Superintendent/President and Board of Trustees not available elsewhere in the institution. The Chief of Staff assists the Superintendent/President in formulating District policy and strategies through planning and development, assuring compliance and accountability with all local, state, federal and educational mandates; serves as liaison for all communications between the Superintendent/President and other individuals and groups, which may include District personnel, the Board of Trustees, students, legislators, and the community at large. The Chief of Staff is required to have ongoing knowledge pertaining to the District and its associated policies and procedures, regulations, and laws. The Chief of Staff is also held accountable for relevant departmental information in order to deliver accurate and timely information, make appropriate decisions and is required to supervise classified staff. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

1. Manages the daily operations for the Office of the Superintendent/President and Board of Trustees. Functions include, but are not limited to; scheduling appointments and organizing the calendar for the Superintendent/President and the Board of Trustees; taking and delivering messages; receives, opens, reviews, distributes and responds to inquiries in various formats regarding issues where judgment, knowledge and/or the interpretation of laws, regulations and policies and procedures are necessary; prepares a variety of correspondence, reports, manuals, agendas, legal and confidential documents and contracts and agreements.*
2. Serves as the internal and external liaison for the Superintendent/President with District administrators and/or leadership groups, community representatives, attorneys and city, state and federal officials on legal and confidential matters.*
3. Initiates and manages Board reorganization, including redistricting, political issues and/or elections at the county and state level, etc; maintains the District's Conflict of Interest Code and serves as District's reporting officer to the California Fair Political Practices Commission..*
4. Serves as the District liaison to the Community College League of California [CCLC]; California Community Colleges Trustees [CCCT], the Chancellor's Office, and local, state, and national officials and dignitaries; and to the County Registrar-Recorder/County Clerk's Office for matters regarding trustee elections, appointments, county mandated documents, etc.*
5. Utilizes computers and a variety of software and hardware to perform advanced-level document production including complex formatting of documents and establishing, designing, and creating charts, spreadsheets, presentations and databases. Creates, prepares, formats, edits, proofreads, distributes and maintains a variety of correspondence, reports, charts, agendas and materials containing confidential and/or sensitive information; establishes and maintains effective filing and organizational systems; and prepares and edits articles, manuals, announcements and other documents or publications. *
6. Creatively develops solutions to a wide range of problems. Gathers information and coordinates District resources for decisions regarding policies as well as staff, faculty, and student problems and issues*
7. Advises the Superintendent/President on a variety of internal and external matters, and participates and communicates on their behalf with campus and District officials or special interest representatives*
8. Serves as a contributing member of the Superintendent/President's Leadership Team. Serves as a member for various committees and campus constituency groups. Prepares meeting agenda and records minutes of all meetings called by the Superintendent/President and distributes materials as required; manages meeting and event preparations arranging for facilities, food services, parking, notifications and contacting speakers, as required.*
9. Develops, monitors, and authorizes the Office of the President's budgets; monitors budget expenditures; prepares budget reports; develops unit planning, budget development and oversight, recommending budget revisions as well as reductions, and expenditures related to office personnel.*

10. Manages all meetings of the Board of Trustees, including closed sessions, and assumes responsibility for the orderly dissemination of materials and recordings of all proceedings in accordance with public open meeting requirements.*
11. Prepares the agenda for Board of Trustees' meetings; records and prepares minutes; prepares follow-up correspondence, reports and memoranda of actions taken; notifies administrative staff of items due at a future meeting as a result of Board directives. Ensures the timely submittal of agenda items from campus staff; maintains calendar of regular Board submittals, and prepares and places items on agendas as appropriate. Prepares correspondence, reports, and materials for meetings of the Board of Trustees' closed sessions, independently or from oral instructions.*
12. Develops annual calendar of all meetings and activities related to the Office of the President and the Board of Trustees; keeps schedule for Board Room usage*.
13. Provides administrative support to Board members on Board-related matters; schedules appointments, prepares correspondence and conducts legislative research. Communicates with Board members regarding District matters requiring their attention; acts as liaison between members of the Board and all District staff and students.*
14. Develops, recommends, implements, and maintains Board policies and procedures to ensure compliance with state and federal laws and regulations and other legal requirements. Schedules the review of policies and prepares agenda items as appropriate; distributes all approved revisions*.
15. Provides supervision, training, and evaluation of assigned staff, including but not limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, participating in new employee selection, recommending employee discipline, reviewing and evaluating work for completeness and accuracy, offering advice, motivation and assistance as needed.*
16. Research board actions, the Brown Act, and Education Code sections for compliance. Create and maintain complex, interrelated administrative, confidential, and legal filing systems and records, including, but not limited to, historical and legal records of the District, the President's correspondence, personnel records, and records of employee and vendor grievances. *
17. Obtain from, and provide to, the college's legal counsel information on sensitive and confidential matters of legal nature (i.e. potential litigation, litigation, grievances, disciplinary action, conflict of interest, Brown Act compliance). Work in liaison with District administrators, attorneys, and staff on matters of a confidential and/or legal nature. *
18. Serve as a designated representative of the President/Superintendent in personnel and labor relations matters including but not limited to employee disciplinary matters and grievance proceedings.
19. Serve as the Custodian of Public Records for all of Butte College. Legally verify the accuracy of the information and make sure items that are not public information are not incorrectly released. Sign subpoenas and other legal and court documents verifying the accuracy of the records, as the Custodian of Public Records. Can be subpoenaed and testify in legal or administrative hearings or proceedings.*
20. Ensures District compliance with the Ralph M. Brown Act.*
21. Makes travel accommodations and other necessary arrangements for the Superintendent/President and for members of the Board for conference and/or meeting attendance, as well as for visiting consultants, accreditation team members, etc.; submits conference/meeting attendance and expense/travel claims for payment.*
22. Screens visitors, answers multiple phone lines and determines nature of calls; logs and routes calls to appropriate individuals; takes and delivers messages; receives, opens, reviews and distributes electronic and paper mail.*
23. Serves on a variety of District committees as requested.*
24. Performs related work as required.

MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited institution or the equivalent*; **AND**
- Four (4) years of recent related providing complex administrative and secretarial support to a manager or executive

* *Two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Maintain a valid California Driver License throughout duration of employment with the District.

DESIRED QUALIFICATIONS:

- Master's degree in business administration, higher education, public administration, communications, public relations, or a related field.
- Experience in managing an administrative office in a public or nonprofit agency, college or university, or a comparable setting.
- Excellent written and verbal communication skills, strong organizational skills, and the ability to pay close attention to detail.

KNOWLEDGE, SKILLS AND ABILITIES: *(May be acquired through education, training and/or experience.)*

The incumbent must possess knowledge of, and clearly understand, rules governing community college services, including the accreditation process, shared governance, AB1725, the Brown Act, the state education code as it pertains to community colleges, and possess a general awareness of issues affecting higher education. The incumbent must possess knowledge of educational philosophy and top management principles, administrative practices, and office organization; knowledge of all applicable local, state and federal laws; knowledge of the principles and practices of management and supervision; knowledge of communication and writing forms, including correspondence and research/report styles; knowledge of computerized information management systems; knowledge of management methods; and, knowledge of the conference/travel industry. The incumbent must possess skill in clear, concise communications, both oral and written; skill in coordination and reporting; and, skill in using word processing, spreadsheet, database, desk-top publishing and network office management software packages. The incumbent must possess an ability to manage and direct the operations of an executive office and maintain confidentiality and integrity expected of the Superintendent/President's Office staff; an ability to exercise strategic planning skills to support the District Superintendent/President on a myriad of issues and topics; an ability to oversee employee development, measure performance and supervise effectively; and ability to exercise sound judgment in representing the Superintendent/President in compliance with District standards, guidelines, practices, protocols and policies; an ability to monitor and meet deadlines; an ability to work under close scrutiny from a variety of constituents; an ability to coordinate several large projects and calendars simultaneously; an ability to develop standards and new business processes; and an ability to maintain positive and productive working relationships with faculty, staff, board members and the community at large.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervises regular classified employee(s). Provides assignments and work direction to classified staff, short-term employees, and student assistants.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of District administrators, faculty and staff; vendors, members of the Board of Trustees; legislative offices; local news media; students; State Chancellor's Office personnel; general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.