

Long Beach Community College District

Job Title: DIRECTOR, SUPERINTENDENT-PRESIDENT'S OFFICE

SUMMARY

Under the direction of the Superintendent-President, serves as chief of staff of the Superintendent-President's Office by overseeing proper functioning of all administrative activities, including coordination of communications for the Office. Plans, organizes, assigns, directs and evaluates the staff activities of the Superintendent-President's Office and executive offices. Represents the Superintendent-President in contacts both external to the District as well as internally with District administration, faculty, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes and manages the President's Office assuring efficiency of the office operations and staff.

Supervises and directs the Superintendent-President's Executive Secretary, Board Secretary and other office administrative staff.

Interpret policies, rules and regulations and operational procedures to staff and members of the public, investigating and recommending alternative solutions to complaints and expressed problems.

Serves as primary administrative aide and personal secretary to the Superintendent-President.

Prepares and coordinates the Superintendent-President's schedule for all internal and external activities; serves as the principal contact person for the Superintendent-President on all scheduling.

Coordinate the secretarial and the clerical activities required by the Superintendent-President and the Executive Committee.

Composes correspondence independently on a wide variety of matters, including material of a confidential nature.

Reviews, researches, and summarizes a variety of administrative information and data, and prepares related reports.

Develops, coordinates and conducts in-service workshops for administrative staff.

Serves as the Superintendent-President's liaison with district, community, county, state, local agency, vendor, and media representatives.

Responds to requests for information and coordinates such contacts with Community Relations & Marketing as needed.

Represents the Superintendent-President at events as requested, serves as a contact point for protocol matters affecting the District and the Superintendent-President's Office.

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Prepares budgetary information, including spread sheets, and analysis, for review by the Superintendent-President.

Maintains currency on educational programs and operational functions of the College and appropriately implements policies, procedures and guidelines.

Maintains the official copy of district policies and administrative regulations' handbooks and ensures that they are reviewed and revised as needed.

Oversees the preparation, assembly and distribution of Board agendas, meeting notices and meets all legal requirements.

Performs related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a professional, competent and satisfactory manner. The requirements listed below are representative of the knowledge, skills and/or abilities required. Job-related, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Educational philosophy and top management principles, administrative practices, and office organization.

Principles and practices of management and supervision.

Effective communication, use of public relations principles and practices.

Organization and key personnel of major operating units within the District

District policies and procedures.

Technology as related to administrative and workplace requirements, including word processing, spreadsheets and databases.

Decision-making parameters and recommendation process; operational issues versus policy implementation.

Fundamentals of budgetary processes and procedures.

Principles and techniques of effective public relations.

Basic research methods.

Report and business correspondence formats.

Appropriate protocols in representing an executive office.

The workings of government with respect to the legislative process, lobbying, and interaction with elected officials.

Relationship building and maintenance in a matrix environment, internal and external interfaces.

ABILITY TO:

Be self-directed and demonstrate integrative skills, multi-tasking, reliability and accountability in performing the administrative tasks as assigned; function as a self-starter/initiator.

Manage and direct the operations of an executive office and maintain the confidentiality and integrity expected of the Superintendent-President's Office staff.

Plan and prepare presentations and script speeches on behalf of the Superintendent-President.

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Exercise strategic planning skills to support the District Superintendent-President on a myriad of issues and topics.

Oversee employee development, measure performance and supervise effectively.

Demonstrate the ability to do budget analysis, utilize spreadsheets and provide recommendations.

Exercise sound judgment in representing the Superintendent-President in compliance with District standards, guidelines, practices, protocols and policies.

Utilize mediation skills, diplomacy and strong interpersonal skills in all contacts on behalf of the Superintendent/President's Office.

Evaluate work methods and efficiency.

Represent the Office of the Superintendent-President in both external and internal social settings.

Exercise initiative and independent judgment.

Communicate effectively, both orally and in writing, on all levels of the organization and all external contacts.

Work effectively in a diverse environment and community, demonstrating a high comfort level with public contact on all levels.

Flexibility in responding to the demands of a rapid-paced office environment with frequent changes in priorities.

EDUCATION and/or EXPERIENCE

A-bachelor's degree or above, from an accredited college or university, and six (6) years of experience in high level administrative work. Additional experience in work with legislative bodies, lobbying and/or elected officials is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California driver's license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Ability to speak effectively before individuals and/or groups with whom the Superintendent-President's Office interfaces.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met for an employee to successfully perform the essential functions of this job. Reasonable, job-related accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable, job-related

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accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a computer monitor for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: April 19, 2004
Revised: January 29, 2007