

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Special Assistant to the Chancellor/Chief of Staff

Annual Salary Range: \$164,188 – \$207,971

Job Code: 1049

CLASS PURPOSE

The Special Assistant to the Chancellor/Chief of Staff reports to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Serves as the Chancellor's primary strategic liaison with State Chancellor's Office. Manages the Board agenda development process and reviews Board agenda items for Chancellor's approval. Performs other duties as assigned by the Chancellor. May serve as the Acting Chancellor in the absence of the Chancellor.

- Serves as principal management support to the Chancellor in handling a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate.
- Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor.
- Supports the Chancellor in recommending, designing, establishing, and maintaining an effective organizational structure and staffing to accomplish the organization's goals and objectives.
- Provides integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.
- Facilitates the implementation of approved strategic initiatives.
- Designs and implements action plans to achieve operational goals, objectives and policies and procedures of the District. Works closely with all Vice Presidents and Vice Chancellors to ensure effective delivery of services.
- Coordinates information with the Office of General Counsel regarding District-related legal and compliance issues.
- Coordinates District-wide special projects on behalf of the Chancellor, utilizing honesty, integrity, and good judgment to foster beneficial and innovative change within the District.
- Provides leadership in the collaboration of staff to facilitate planning sessions that will identify critical issues and problems; suggests and recommends options; develops consensus on appropriate alternatives; and works with staff to implement approved recommendations.
- Makes calm, complex decisions in a rapidly changing environment, utilizing information that may be limited or ambiguous.

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- Facilitates the District's strategic long-term plans and action strategies for the District and colleges; establishes a district-wide strategic plan using the shared-governance consultation process that addresses the major issues facing the district.
- Develops, coordinates, and implements a District-wide staff and leadership development plan in keeping with the District's Strategic Master Plan and annual goals; coordinates staff development and leadership activities that support continuous improvement with measured outcomes.
- Participates with the Chancellor and Senior Management in institutional planning and policy development.
- Interprets and ensures compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees and the administrative directives of the Chancellor as they affect educational and student support services in the District.
- Supports the Chancellor in leading the Chancellor's Cabinet, facilitates meetings, and provides appropriate follow-through.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.
- Works closely with governing Board members, at the direction of the Chancellor, to handle inquiries and other obligations, when required.
- Provides leadership for Board agenda development and Board development.
- Represents the Chancellor at college events and external events.
- Establishes, maintains, and evaluates the quality of services to employees and students.
- Resolves students and general population's complaints and requests.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience serving as Chief of Staff to a Chief Executive Officer.
- Demonstrated knowledge of the Brown Act.
- Ability to represent the District on appropriate District, college, State, and other committees in areas of responsibility.
- Ability to foster a sense of teamwork among staff, faculty and student leaders.
- Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in data analysis and strategic planning.

MINIMUM QUALIFICATIONS

- Possession of a Master's degree from an accredited college/university.
- One year of formal training, internship and comprehensive and increasingly responsible leadership experience in education, or a related field.

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- At least three (3) years of management experience within an educational environment, K-12 or Higher Education.
- Experience working with a governing board in a public institutional environment.
- Experience handling media relations and inquiries for an organization.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.
- Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
- Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
- Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
- Demonstrated knowledge of current higher education/community college issues and policy implications.
- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.
- Commitment to participatory governance.

DESIRABLE QUALIFICATIONS

- Possession of a Ph.D. or Ed.D. from an accredited college/university is preferred.
- Experience in a community college environment.

TYPICAL DUTIES

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

PHYSICAL ABILITIES

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

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