

District Director, Chancellor and Board Operations
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246395>

Downloaded On: Oct. 5, 2024 9:12pm

Posted Oct. 4, 2024, set to expire Feb. 3, 2025

Job Title District Director, Chancellor and Board Operations
Department
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 4, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Executive

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4681744/district-director-chancellor-and-board-operations>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Chancellor, perform comprehensive, complex, confidential and specialized administrative duties to support the strategic agenda of the Chancellor's Office and Board of Trustees. Manage and coordinate the operational needs of the Chancellor's Office and the Board of Trustees, including Brown Act compliance, records management, correspondence, and certification of official minutes and resolutions.

Serve as liaison in communications with staff, legislators, community, civic and business representatives, and the general public.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

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Receives direction and supervision from the Chancellor.

Provide administrative and research support for the activities of the Board of Trustees; leading and coordinating the work of other staff as needed.

Provides training and technical work direction in a lead capacity to the Executive Assistant, Office of the Chancellor and Board Operations.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serve in a lead capacity to coordinate and manage the Office of the Chancellor, relieving the Chancellor and members of the Board of Trustees of a wide and complex variety of administrative details; coordinate, oversee and evaluate the flow of office work and assure that work is performed in a timely and accurate manner.

Assist the Board President and Clerk on behalf of the Board in performance of his/her official duties.

Support the strategic agenda for the Chancellor, working with senior leadership and the Board of Trustees to ensure implementation of the Chancellor's directives and initiatives.

Research, analyze and evaluate a wide variety of issues, data, recommendations and

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alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions or information as appropriate.

Perform or delegate executive support work to assist the Chancellor and the Board of Trustees in meeting reporting requirements, functional responsibilities and research objectives; coordinate and manage all events, functions and activities of the Chancellor and the Board; assign, schedule, coordinate, manage, perform or delegate specialized functions or projects as assigned.

Develop and implement procedures for preparation of the Board meeting agenda, minutes, and all official notices of the regular and special meetings of the Board in compliance with legal and District requirements; direct the preparation of all regular and special Board meeting agendas, including the listing of closed session items; direct the posting of agendas in public places within a prescribed timeline; direct the distribution of Board meeting agendas, minutes and supporting documentation to recipients in a timely manner.

Attend all docket meetings to assist the Chancellor, Vice Chancellors, and College Presidents in developing agendas; oversee the process for submission of requests for Board agenda items from District and College personnel and students in compliance with District timelines and legal guidelines; compose agenda items independently and in consultation with the Board, Chancellor or other administrators for regular and special meetings of the Board; and advise staff to correctly write and format agenda items.

Attend all regular and special meetings of the Board, including the closed session meetings as assigned by the Chancellor; responsible for the recording of action and vote taken (by electronic voting equipment) in the televised open session; ensure the timing of all public comments in accordance with rules of the meetings; offer parliamentary advice when appropriate; assist in providing information to the Board regarding general meeting rules; and follow up on Board meeting actions requiring correspondence or notification to District personnel and the public as appropriate.

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Oversee and authorize Chancellor and Board related agenda items and supporting documents to be prepared and forwarded within District timelines and legal guidelines; conduct research, gather information related to Board agenda items; assure that the Chancellor receives timely notification of Board requests for information or action; assure that members of the Board receive information and notification of action taken as requested.

Provide assistance and follow-up on Board meeting actions requiring correspondence or notification to public agencies, District personnel, and the public as appropriate.

Oversee the maintenance of Board agendas on District website, including both historical records; ensure that current information is accessible online for access by staff and other authorized users.

Direct and supervise the recording and maintenance of the official records and correspondence of the Office of the Chancellor and Board of Trustees.

Direct and monitor appropriate legal procedures governing the election and seating of members of the Board of Trustees.

Consult with legal counsel in preparing actions taken in closed session as well as special meeting notices and agendas.

Manage and direct oversight of Confidential and Special Projects to the Chancellor and perform highly complex and confidential support to the Chancellor and Board of Trustees.

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Maintain the official records and correspondence of the Board of Trustees, including Board meeting agendas and minutes, election records and Board and District historical resource files.

Serve as liaison between the Chancellor and Board members, District and college administrators, academic and classified staff, students, legislators, representatives of community agencies such as the Orange County Department of Education, Orange County Registrar of Voters and Community College League of California, the media and the general public by relaying messages, answering questions, clarifying the Chancellor's and the Board's positions on various matters, responding to requests, resolving problems, explaining District policies and procedures and referring callers to the Chancellor or other appropriate party.

Assist Chancellor with annual budget preparation; monitor expenditure of funds and oversee assigned office budget activities including major special events; recommend budget revisions and expenditures; and prepare and maintain expense reports.

Provide leadership and coordination for a variety of high-profile districtwide events and activities, including but not limited to: District Services Employee of the Year Recognitions, Chancellor's State of the District, etc.

Assure the timely maintenance of appointment schedules and calendars, assure the arrangement of meetings, conferences and civic functions for the Chancellor and Board members as needed; review, update and inform the Chancellor, Board members and others of essential timelines; assure timely reimbursement for travel expenses and mileage, research and compile background information for meetings and prepare subsequent reports as needed.

Serve on District committees, task forces and other work groups as needed; provide staff support

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to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials, reports and minutes as appropriate.

Compose correspondence independently; format, type, proofread, duplicate and distribute agendas, minutes, resolutions, correspondence, notices, lists, forms, memoranda, calendars, reports, manuals and other materials according to established procedures and standards.

Train, supervise, evaluate and provide work direction in a lead capacity to others as assigned; plan, organize, prioritize, direct, review work assignments and activities, including monitoring purchase requisitions, travel arrangements and assuring proper functioning of office equipment.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Education:

Equivalent to a bachelor's degree with major course work in business or public administration or other relevant field.

Experience:

At least five years of increasingly responsible experience as an administrative assistant.

Experience in an executive office or public agency, preferably in an educational environment, is desirable.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

KNOWLEDGE OF:

Basic research methods and techniques.

Budget preparation and administration.

Correct English composition, grammar, spelling and vocabulary.

Current word processing, spreadsheet and database programs, methods and techniques.

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District and College organization, operations and objectives.

District and College policies and procedures.

Flexibility and tolerance to adjust to changes in workload and assignment and to work under pressure of meeting deadlines.

Interpersonal skills including tact, patience and diplomacy. Office management methods, procedures and techniques.

Operation of computer, peripherals and software programs, including management information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Parliamentary procedure.

Planning and organizational skills.

Principles and practices of training and work direction. Principles and techniques used in public relations.

Principles, practices and procedures of business letter writing, data collection, financial and statistical recordkeeping and report preparation.

Receptionist and telephone techniques and etiquette.

Skill to work independently in the absence of specific instructions.

State and federal laws and regulations.

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Statistical procedures and mathematical concepts.

ABILITY TO:

Supervise and direct the recording and maintenance of official records according to legal and procedural requirements.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District, using correct English usage, grammar, spelling, punctuation and vocabulary.

Effectively present information in person or on the telephone to students, staff or the public.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Establish and maintain varied records to meet the information retention and retrieval needs of the Chancellor and Board of Trustees.

Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations.

Independently compile information and write reports, business correspondence, speeches, presentations and procedure manuals using correct English usage, grammar, spelling, punctuation and vocabulary.

Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.

Learn and correctly interpret, apply and explain the policies, procedures and regulations related to the function to which assigned.

Maintain accurate statistical and financial records.

Maintain confidentiality of sensitive information.

Maintain the security of highly confidential materials.

Manage a complex executive office with demanding legal timelines.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Operate word processing, desktop publishing, spreadsheet, data base management and specialized software proficiently.

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Perform assigned work with speed and accuracy.

Perform responsible and complex duties involving the use of independent judgment and personal initiative. Plan and organize work.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Respond to requests and inquiries from Board members, administrators, faculty, staff, students and the public. Train and provide work direction to others.

Type and transcribe at a speed necessary for successful job performance.

Type, format, proofread, duplicate and distribute documents and other written materials.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Use sound judgment in recognizing scope of authority.

Plan and organize work to meet deadlines, demonstrate skills in organizing, scheduling, and coordinating assigned activities and staff.

Work effectively, with minimal supervision.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Standard office setting. Duties are performed primarily in an executive office environment while sitting at a desk or computer workstation. Incumbents are subject to frequent contact with others, frequent interruptions, and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Must attend regular and special meetings of the Board of Trustees to record proceedings. May be required to attend meetings and activities during evening and weekend hours.



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Physical Demands:

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various District locations to attend meetings and conduct work, uses hands and fingers to operate an electronic keyboard or other office machines, reaches with hands and arms, stoops, kneels or crouches to file, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate a computer; hears and understands voices over the telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Supplemental Information

District Management Team Salary Schedule - Range 13

Application materials must be received by 11:59 pm 10/31/2024.

Required Documents: Cover Letter and Resume

Applications missing the required documents will not be considered.

Work Schedule: Monday - Friday (8:00 AM – 5:00 PM) - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: 40

Months per Year



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Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who

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accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrintodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse



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academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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