

Manager, Office of the President  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254213>

Downloaded On: Aug. 23, 2025 7:51am

Posted Mar. 10, 2025, set to expire Jan. 28, 2026

**Job Title** Manager, Office of the President

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Mar. 10, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4862402/manager-office-of-the-president>

**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.
- 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

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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.

## 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**

To manage the Office of the President of an assigned community college, and to provide executive assistance and relief to the President by serving in a lead capacity to manage, coordinate and maintain the operational aspects of the Office of the President on a day-to-day basis, ensuring that the office is run in an efficient, timely and accurate manner; facilitate the

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smooth flow of work and office operations; attend College Council meetings, prepare minutes and distribute accordingly; represent the President's office as appropriate; create a communicative and friendly environment to promote positive interaction between the President, governance groups (i.e. Academic Senate, Classified Senate and Associated Student Government), administrators, staff, faculty, students and the public; provide confidential and discreet service on behalf of the President; and perform a variety of highly responsible, confidential and complex secretarial and administrative support work for the President to meet deadlines and time constraints; perform research and special projects as assigned, provide training, supervision and technical work direction to the Senior Administrative Assistant, Office of the President, and provide a wide variety of information and assistance to the President and college and district administrators, faculty, staff, students and the public.

To 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**

Receives direction and supervision from the College President.

Provides training, supervision, and technical work direction in a lead capacity to the Senior Administrative Assistant, Office of the President and other staff as assigned.

### **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 President, relieving the President 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; and design, implement and manage projects.

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Research, analyze and evaluate a wide variety of issues, data, recommendations and 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 President in meeting reporting requirements, functional responsibilities and research objectives; coordinate and manage all events, functions and activities of the President; assign, schedule; coordinate, manage, perform or delegate specialized functions or projects as assigned; and maintain the President's schedule.

Develop and implement procedures for submission of Board agenda items as well as, assist in the development of agenda items college-wide.

Perform a variety of complex, responsible and confidential duties; maintain legal and confidential materials, files and records, maintain employee absence records and reports ensuring adherence to District policies and procedures; maintain and update resource materials.

Serve as liaison between the President and the Chancellor, college and district administrators, academic and classified staff, students, representatives of community agencies, and the public by relaying messages, answering questions, clarifying information, responding to requests, resolving and troubleshooting problems, explaining College policies and procedures or referring inquirers to the President or others.

Assure that Board agenda items and supporting documents, Board presentations, and recognitions are developed, prepared and forwarded within District timelines and legal guidelines; conduct research, gather information related to Board agenda items; assure that the President receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested, and liaise the information to those expected to attend the Board meetings.

Assist in annual budget preparation; monitor expenditure of funds and oversee office budget activities; recommend budget revisions and expenditures related to office supplies; prepare purchase requisitions; order supplies and assure proper functioning of office equipment.

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

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reports as needed; and process all personnel transactions for employees who directly report to the President.

Serve on College or District committees, task forces and other work groups as needed; provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

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

Plan, organize and supervise the clerical support function in assigned departments; train and provide work direction to assigned senior administrative assistant, student workers and clerical assistants as assigned; direct the work activities of assigned departments; prioritize and review work assignments; and review work for accuracy.

Establish complex, interrelated filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other information; research and verify information as requested.

Coordinate with public information and marketing personnel and others who report directly to the President as needed.

*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.*

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### **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:*

#### **Education:**

An AA degree with major coursework in business, secretarial science or related field. A bachelor's degree in a relevant field is preferred.

#### **Experience:**

At least five years of increasingly responsible secretarial experience, including three years experience as an administrative assistant or secretary in an administrative office of a public agency, preferably in an educational environment.

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 monitoring.

Correct English composition, grammar, spelling and vocabulary.

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

District and College organization, operations and objectives.

District and College policies and applicable State and federal laws and regulations.

Interpersonal skills including tact, patience and diplomacy.

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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 office and personnel management.

Principles and practices of supervision, 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.

Priorities of scheduling and rescheduling with respect to urgency and importance.

Receptionist and telephone techniques and etiquette.

Statistical procedures and mathematical concepts.

Techniques used in public relations.

**ABILITY TO:**

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

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

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Compile information and write complex reports, business correspondence and procedure manuals independently.

Effectively present information in person and by telephone, email or correspondence.

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, review and revise office work priorities.

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

Focus on results in a dynamic, fast-changing and often intense environment.

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

Independently compose correspondence and memoranda.

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 confidential materials.

Manage a complex executive office with demanding legal timelines.



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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.

Perform assigned work with speed and accuracy.

Perform responsible and complex executive support work 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, supervise and provide technical work direction to a Senior Administrative Assistant and 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.

Work effectively with minimal supervision.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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*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 a college executive office environment while sitting at a desk or computer workstation. Incumbents are subject to frequent contact with others, frequent interruption, and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

**Physical Demands:**

An incumbent regularly sits for long periods, walks short distances on a regular basis, occasionally travels to various campus 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 computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

## Supplemental Information

**District Management Team Salary Schedule - Range 10**

**Required Documents: Resume, Cover Letter**

**Applications missing the required documents will not be considered.**

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**Hours Per Week: 40**

**Months: 12**

**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.

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Any active vested member of California State Teachers Retirement System (CalSTRS), who 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 [hrinfodesk@socccd.edu](mailto:hrinfodesk@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](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

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The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**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 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,

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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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