Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section on the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application.

All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, October 7, 2010. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTED PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a written exercise, an oral presentation, and/or a portfolio review related to the assignment will be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2008-09 was $212 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact:
Jeffrey O. Horsley
Vice Chancellor, Human Resources
(714) 808-4822
THE POSITION

DISTRICT DIRECTOR,
PUBLIC AND GOVERNMENTAL AFFAIRS
JOB #DEM993

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Chancellor, this position is responsible for planning, organizing, directing and implementing the District's overall communications and external relations strategies, including public information and media relations, public affairs and community relations, marketing, and governmental relations/legislative affairs. This position is also responsible for the administration of the District's Printing and Design Department.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties.

Direct the District's public information and media relations plans and strategies; coordinate communications with multiple mainstream and ethnic news media and the public; serve as the District's primary media and public information spokesperson; direct crisis communications and communications related to emergency preparedness/planning; assist the Chancellor and the Board of Trustees with executive communications; publish and distribute a variety of District publications.

Direct the District's public affairs and community relations plans and strategies; establish networks, rapport and relationships with the communities in the District; establish rapport and relationships with area newspapers and other mass media outlets, including those serving minority or non-English speaking communities; assist the Chancellor and the Board of Trustees in planning and implementing public affairs, community relations, and staff relations activities; advise the Chancellor and the Board of Trustees regarding public and community relations issues; administer special events and projects for the Chancellor and the Board of Trustees.

Develop and implement District-wide public relations and marketing strategies and activities; provide leadership to the colleges and the School of Continuing Education in developing marketing, advertising, promotional, and public relations activities and materials to support outreach, visibility, recruiting, and enrollment management strategies.

Monitor and report on pending legislation affecting community colleges; assess legislative priorities and recommend a legislative program; serve as the legislative liaison for the District by cultivating relationships with state and federal elected and appointed government officials and the California Community Colleges Chancellor's Office and effectively communicate and advocate District interests.

Plan, organize and direct the overall administration of the District's Printing and Design Department; develop and implement plans and policies to facilitate and improve services and operations; review District publications for clarity of format and content and conformity to the District's printing and graphics standards.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of students and staff.

Perform related duties as assigned.

OTHER FUNCTIONS
In addition to the essential functions, the District Director Public and Governmental Affairs may be assigned administrative responsibilities including, experience developing and implementing public information/public relations programs.

The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Advanced degree in communications, journalism, public relations, marketing, or related field from a regionally accredited institution.

Public relations experience in higher education, preferably at a community college.

Governmental affairs experience related to education.

SALARY
The initial salary placement range is $97,041 - $122,789 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for a plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #DEM993 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Management Application.
2. Letter of interest which provides examples from your background and experience that address the qualifications, duties and responsibilities listed in this brochure and demonstrate how your knowledge and experience apply to this position.
3. Current resume describing educational background, professional experience, and other information pertinent to the position.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/ Employment for information regarding evaluation of foreign degrees.

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