



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	District Manager, Chancellor's Office Operations	Salary Range:	13
Date Revised:	4/2/2026	Date Approved:	6/23/2026
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the general direction of the Chancellor or designee, coordinates, oversees, and directs the day-to-day operations of the Chancellor's Office and Board of Trustees. The incumbent provides a wide variety of comprehensive, complex, confidential, and specialized administrative planning, organization, and direction of duties for the Chancellor and Board of Trustees.

The District Manager, Chancellor's Office Operations requires comprehensive knowledge related to the operational details of the Chancellor's Office, Board of Trustees, regulatory legislation, Board Policies and Administrative procedures.

DISTINGUISHING CHARACTERISTICS

The District Manager, Chancellor's Office Operations, directs the day-to-day operations of staff and activities in the Chancellor's Office and for the Board of Trustees. The District Manager provides specialized and highly detailed coordination and support to the Chancellor's Office and Board of Trustees; facilitates a variety of sensitive, confidential, and complex processes with a District-wide impact.

The District Manager, Chancellor's Office Operations demonstrates subject matter expertise and specialized knowledge related to the area of assignment, exercising a high degree of independent judgement in the execution of the essential responsibilities of the classification in accordance with local, state, and federal laws, rules, and regulations to ensure compliance.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Executive Office Management and Support

1. Coordinates day-to-day operations of the Chancellor's Office.
2. Provides direct administrative support to the Chancellor.
3. Manages the Chancellor's calendar, correspondence, and communications.
4. Represents the Chancellor's Office on District committees and/or task forces.

Board of Trustees Meeting Coordination

5. Schedules, organizes, and prepares agendas, minutes, and materials for Board of Trustees and subcommittee meetings.
6. Ensures compliance with legal posting deadlines and procedural requirements.
7. Attends all Board meetings, records official actions, and certifies minutes and resolutions.

Board Governance and Legal Compliance

8. Serves as Recording Secretary to the Board; maintains legal records and posts notices in compliance with the Brown Act.



Job Description

- 9. Implements legal procedures for board member elections, seating, and orientation.
- 10. Ensures accuracy and retention of official Board documents and meeting records.

Policy and Procedure Oversight

- 11. Reviews and recommends updates to Board Policies and Administrative Procedures in alignment with federal, state, and local requirements.
- 12. Coordinates District-wide submission and review of agenda items and policy drafts.

Records and Confidential Information Management

- 13. Updates and maintains complex records and files related to board governance, staff, students, and confidential matters.
- 14. Ensures accurate historical recordkeeping for compliance and archival purposes.

Budget and Purchasing Administration

- 15. Oversees the preparation and submission of requisitions, purchase orders, and budget transfers.
- 16. Monitors expenditures, reconcile accounts, and track budgetary data for assigned funds.

Reporting and Documentation

- 17. Prepares and generates statistical and narrative reports related to the Chancellor's Office and Board operations.
- 18. Updates and maintains internal databases and responds to official Board directives by compiling input from stakeholders.

Stakeholder Coordination and Communication

- 19. Facilitates communications between the Chancellor's Office and District-wide administrators, faculty, staff, and external entities.
- 20. Coordinates special projects, District-wide initiatives, and interagency meetings.

Supervision and Staff Development

- 21. Under the administrative direction of the Chancellor, provides technical guidance and support to personnel who serve as direct reports to the Chancellor.
- 22. Supervises, trains, and evaluates assigned staff.
- 23. Participates in recruitment and selection processes, as needed.

Technology and Process Improvement

- 24. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

- 25. Attends and participates in District/campus efforts to increase the diversity of faculty and staff and to address student achievement gaps.
- 26. Assists in the creation of a welcoming and inclusive work and educational environment.
- 27. Attends and participates in diversity, equity, and inclusion trainings and events.



Job Description

General

28. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, external agencies, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associate Degree with coursework in public administration, business administration, or related discipline; **AND**
- Six (6) years of increasingly responsible experience in office management; **WITH**.
- One (1) year supervisory experience.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to 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 their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience providing administrative support to an administrator or elected officials.
- Experience working in a higher education environment.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District and college organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of Governance laws, including the Brown Act and Roberts Rules of Order
- Knowledge of California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of division, department, and/or program organization, policies, procedures, rules, and regulations related to the area of assignment.
- Knowledge of policies, procedures, rules, and regulations related to accessing and processing confidential information and materials.
- Knowledge of legal operations of an elected body of officials.
- Knowledge of policies, procedures, rules, and regulations related to accessing and processing confidential information and materials.



Job Description

- Knowledge of accounting principles and practices related to budget preparation, purchasing, and maintenance of assigned accounts.
- Knowledge of office administration and management methods, practices, and procedures.
- Knowledge of principles and practices of effective communication and correct English usage such as grammar, spelling, punctuation, and vocabulary.
- Knowledge of terminology, work processes, and local, state, and federal requirements applicable to the area of assignment.
- Knowledge of Principles and practices of public agencies, organizations, elected Boards and appointed committees, and public administration procedures.
- Knowledge of Confidential record keeping, filing, file sharing, and filing systems methods, techniques, and procedures.

Skills:

- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Advanced written and verbal communication skills, capable of handling sensitive communications and producing high-level documentation.
- Supervising teams and managing complex projects.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Proficiency in technology, including advanced office software, data analysis tools, and presentation software.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to oversee multiple and changing priorities related to the area of assignment.
- Ability to independently compose, proofread, and edit written materials, and correspondence to ensure accuracy, completeness, and compliance with established guidelines, policies, and procedures.
- Ability to process confidential materials and information.
- Ability to perform mathematical calculations quickly and accurately.
- Ability to operate a variety of computer software programs and applications, databases, computer hardware, and peripheral equipment.
- Ability to review and analyze situations accurately to determine the appropriate course of action according to established guidelines.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to complete work efficiently with a variety of interruptions from administrators, management, faculty, staff, students, and the public.
- Ability to understand and follow verbal and written directions.



Job Description

- Ability to communicate effectively both verbally and in writing.
- Ability to participate in District/college efforts to increase the diversity of faculty and staff and address student achievement gaps.
- Ability to provide active assistance in creating and maintaining a welcoming and inclusive work and educational environment.
- Ability to demonstrate a 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 their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college



Job Description

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.