

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Administrative Support Manager, Chancellor's Office	Range: 13 (CL)	Management Schedule
Date Revised:	8/10/2015	Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the Chancellor, performs comprehensive, complex, confidential and specialized administrative duties to support the Chancellor's Office and the Board of Trustees. Manages and coordinates the operational needs of the Chancellor's Office and the Board of Trustees, including Brown Act compliance, custodian of records, correspondence, Board Policies and Administrative Procedures, certifies official minutes and resolutions.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Prepares and distributes official Board agendas and minutes to recipients in a timely manner to meet legal requirements and procedural deadlines; assists staff in the development of agenda items; reviews recommendations included in agenda items for compliance with Board-adopted policies and administrative procedures; coordinates and oversees production of the agenda.
2.	Oversees and authorizes requests submitted for Board agenda items from District-wide personnel, students and the public in compliance with legal requirements.
3.	Coordinates the overall operations of the Chancellor's Office and provides administrative support to the Chancellor.
4.	Develops and implements procedures for preparation of the District's Board agendas, minutes, and all official notices of Board of Trustee meetings, maintains the Board Agenda Item Preparation Handbook and Board President Handbook.
5.	Serves as the Recording Secretary to the Board of Trustees; prepares and posts legal notices of Board and Board Subcommittee meetings; maintains an accurate historical record of all Board and Board Subcommittee meetings; implements and monitors appropriate legal procedures governing the election and seating of Members of the Board of Trustees.
6.	Attends all Board meetings and record actions and votes taken; provides assistance and follow up on Board meeting actions requiring correspondence or notification to public agencies, District personnel, and the public, as appropriate; assures that all documents are legally prepared, signed, distributed, and filed in the official records of the District; compiles and monitors responses from District-wide personnel to official Board requests and directions.
7.	Serves as liaison in communications with staff, legislators, community, civic and business representatives and the general public (e.g., Orange County Department of Education, the Orange County Registrar of Voters, and the Community College League of California).
8.	Coordinates and schedules regular and special meetings of the Board of Trustees, Board Subcommittee meetings, and other meetings called by the Chancellor (e.g., District Consultation Council, District Agenda Committee, Chancellor's Staff, and District Services Committee); prepares agendas and minutes for meetings.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
---

9.	Maintains and handles with discretion a variety of complex records of a confidential and sensitive nature including information regarding the Board of Trustees, District, personnel, students, and collective bargaining negotiations; inputs and retrieves computerized data as required.
10.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities; assures the timely preparation, maintenance, and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
11.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned.
12.	Maintains communication with District, college, and School of Continuing Education administrators, faculty and classified staff, exchange information and coordinate activities; meets with various stakeholders and staff to plan, develop and implement programs and provide support services in an effective manner.
13.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
14.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.
15.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Perform other duties as assigned.

---

**WORKING RELATIONSHIPS**

Administrative Support Manager, Chancellor's Office maintains frequent contact with students, faculty, staff, management, the community, various departments, local governments and outside agencies.

---

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Possession of an associate degree or the equivalent.

## **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION**

Six (6) years of increasingly responsible office management experience which includes some responsibility for overseeing/providing work direction to others, preferably in an education setting.

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**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of laws and regulations applicable to assigned functional area of responsibility  
Knowledge of Brown Act and California Education Code  
Knowledge of function and legal operation of an elected body of officials  
Knowledge of organization, policies, and procedures of assigned functional area of responsibility  
Knowledge of the policies and regulations related to accessing and processing confidential information and materials  
Knowledge of administrative office management  
Knowledge of modern office practices, procedures and equipment  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of record keeping procedures and budget preparation and maintenance  
Knowledge of various computer software applications  
Knowledge of principles and practices of training and supervision.

Ability to compose correspondence and other written materials independently  
Ability to proofread and edit written materials to assure accuracy and completeness  
Ability to process confidential materials and information  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to read, interpret, apply and explain laws, regulations, policies and procedures  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand the scope of authority in making independent decisions  
Ability to supervise, train and provide work direction to others.  
Ability to establish and maintain effective working relationships with others

---

### **SPECIAL REQUIREMENTS**

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

None

---

**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit sites; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to ten (10) pounds.

---