



## Administrative Officer to the Chancellor

Confidential/Supervisory Range: 23

Board Approved: 09/12/24

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the Chancellor, the administrative officer oversees the proper function of all administrative activities in the Chancellor's Office. The position provides administrative and professional-level assistance to the chancellor and governing board by coordinating agenda development and logistics for regular, special, and committee meetings of the Board of Trustees; coordinating staffing and providing liaison with appropriate parties on projects, initiatives, events, and activities as designated by the chancellor; and supervising day-to-day operations and staff of the Chancellor and Board Offices. This is the highest level administrative support class to the chancellor and governing board.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Serves as administrative officer to the chancellor and governing board; serves frequently as the primary liaison between the executive and the public, students, staff, and other campus/district officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the chief executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area.
3. Organizes and manages the day-to-day operations of the Chancellor's Office to ensure work is performed in a timely and accurate manner.
4. Supervises and trains clerical staff assigned to the Chancellor's Office.
5. Manages and maintains time record keeping records for the governing board and Chancellor's Office and direct reports.
6. Responsible for all governing board inquiries and requests.
7. Oversees all administrative and clerical activities required by the chancellor and governing board.
8. Serves as recording officer for the governing board.
9. Serves as recording officer for Chancellor's Council.
10. Serves as recording officer for the Chancellor's senior and extended cabinet meetings.
11. Serves as Confidential Group Lead.
12. Prepares agendas; serves as document publisher in the electronic agenda postings online; and ensures the meeting notices comply with the Brown Act.
13. Responsible for compiling & coordinating the board agenda items and supporting documentation for the Chancellor's Office and governing board. Reviews board books to ensure information is accurate.
14. Oversee and maintain a variety of complex, interrelated filing systems including official records, confidential files, files for information, records, and reports.
15. Maintains manuals and updated resource materials.
16. Interprets policies, rules and regulations and operational procedures to staff and members of the public, investigating and recommending alternative solutions to complaints and expressed problems.
17. Manages the district's policies and administrative procedures and ensures that they are reviewed and updated as needed.



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18. Assists the chancellor in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
19. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for assigned staff and board members; processes conference reimbursement and other requests.
20. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
21. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide activities for the chief executive and governing board; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
22. Serves as the primary liaison between the chief executive and governing board and senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining district, college, department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
23. Assists the chancellor in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chancellor for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
24. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
25. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
26. Composes correspondence independently; takes and transcribes notes of sensitive/confidential nature; composes and edits a variety of correspondence including grievances and complaints, memoranda, reports, proposals, and other materials; distributes materials as appropriate.
27. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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*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.*

#### **Knowledge of:**

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the Chancellor and Board Offices.
- Work organization and office management principles and practices.



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- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

### **Ability to:**

- Perform difficult and complex administrative and secretarial work to effectively relieve the chancellor and governing board of administrative detail.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of the chief executive's office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- Manage multiple priorities and tasks to meet changing schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type at a rate of speed necessary for successful job performance.
- Take and transcribe correspondence at a rate of speed necessary for successful job performance.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.



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- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently with very little or no direction.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

A Bachelor's Degree that includes coursework in business administration, office management, research and writing or related field.

#### **Required Experience:**

Eight (8) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing a computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.