



<b>Position Title:</b>	Chief of Staff		
<b>Reports To:</b>	College President		
<b>Department:</b>	The Office of the College President	<b>Job Code:</b>	0907-03E
<b>Prepared By/Date:</b>	Jennifer C. Brito/03-2008	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	George Andrews/8-31-2010	<b>Salary Grade:</b>	20
<b>Revised:</b>	Jennifer C. Brito/05-15-2008	<b>FLSA Status:</b>	Exempt

### **Summary:**

Serves as Chief of Staff of the College President's Office by overseeing proper functioning of all administrative activities, including the coordination of communications for the Office. Serves as an integral member of the District Administration management team.

### **Essential Duties and Responsibilities:**

- Organizes and manages the President's Office assuring efficiency of the office operations and staff.
- Relieves the President of administrative detail, and coordinates communications.
- Serves as a generalist; performs complex administrative duties.
- Composes correspondence independently on a wide variety of matters, including material of a confidential nature.
- Provides accurate and timely information to other College and Campus departments, personnel, students and the public as necessary.
- Screens office and telephone callers; tactfully assists in resolving student, personnel and community concerns directly or through appropriate referral.
- Maintains an understanding of the educational programs and operational functions of the College and appropriately implements College policies, procedures and guidelines.
- Assists with the preparation and assembly of the Board Agenda, as well as the preparation and distribution of meeting notices and agendas.
- Coordinates the scheduling and logistical aspects of monthly and special Board meetings and assists with the preparation of official minutes as needed.
- Reviews, researches and summarizes a variety of administrative information and data, and prepares related reports.
- Serves as Budget Manager by maintaining and monitoring office expenditures.
- Coordinates the inventory, ordering, receipt and distribution of office supplies and equipment.
- Performs related duties as required and deemed appropriate to accomplish assigned responsibilities and functions of the office.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of college educational philosophy and top management administrative practices and procedures.
- Knowledge and familiarity with relevant software applications (word processing, spreadsheet, and database).
- Excellent organizational and communication skills (both oral and written).
- Excellent interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strategic planning skills to support the College's efforts to effect change in a multi-cultural environment.

- Strong leadership and supervisory skills that promote productivity, dedication, and creativity.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to develop and interpret data and manage resources.
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with College standards and guidelines.
- Ability to exercise the utmost confidentiality in every aspect.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s Degree in Education, Public or Business Administration, or in another appropriate field and seven (7) years of high level administrative experience; or Bachelor’s degree and eleven (11) years experience in Business or related field.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name