CLASSIFICATION TITLE: DIRECTOR OF ADMINISTRATIVE RELATIONS

BASIC FUNCTION:

Under the direction of the Chancellor, plan, direct and supervise the Office of the Chancellor; coordinate the formal flow of communications between the governing board, chancellor, colleges, staff, and the community; facilitate chancellor's service to the board through regular transmittal of information on district matters and through the preparation of position papers, proposed policy language, agenda action items, or staff reports; serve as custodian of record for the legal confidential records of the governing board; facilitate an informative and supportive relationship between the board, community and the community college district constituents.

REPRESENTATIVE DUTIES:

Direct and supervise the operations of the chancellor's office to insure a timely response to the needs and requests of the governing board, the chancellor, the staff, and the community. E

Oversee the development of the agenda for governing board meetings; ensure compliance with applicable laws; ensure all legal document filings required by the office are accomplished in a timely manner. E

Prepare transmittals to the board and write issue status reports, develop informing language, or edit information received from administrators. E

Research issues and develop position papers on district or legislative issues as determined by the needs of the governing board and the chancellor/staff. E

Develop and maintain a communication plan and process designed to foster understanding between the Board, the District Administrative Center staff, the colleges, and constituents. E

Develop and maintain a communication process that will foster the relationship between local legislators, county executives, and the governing board; develop resolutions on proposed statewide issues or develop proposed policy language that will reflect the position of the board or district on matters of statewide policy. E

Develop communication pieces such as newsletters, news briefs, chancellor's update; and profile/reports of the college district. E

Coordinate and assure continuing focus on governing board and chancellor planning and evaluation activities, including review and modification of district-wide goals. Direct the annual review of board goals and objectives and facilitate success measurement activities to establish new goals and areas for improvement. E

Develop staff assignments based on requests from the board or chancellor; research and prepare draft reports, follow through to completion of reports from staff. E
Communicate board agenda concerns to appropriate staff and coordinate responses for meeting preparation. E

Attend all meetings of the governing board, cabinet, chancellor's staff, and others as appropriate, to assure that the flow of communication with the board is timely and accurate; facilitate discussion and analyze the impact of internal and external decisions on students, staff, faculty, and the community. E

Represent the governing board or the chancellor on committees or at meetings within the community. E

Research and draft information for speeches, presentations, candidacy brochures for election to state and national boards and committees, and biographical sketches. E

Develop a board orientation process providing historical data on issues before the board to assist new members in becoming acquainted with the district and allow them to make fully informed decisions. E

Coordinate and develop media relations and marketing services for the district utilizing newspapers, radio, television and other media; establish and develop network relations to facilitate community support of district’s actions and objectives. E

Serve as primary media spokesperson for the district; represent the board’s and the chancellor’s interests as directed. E

Supervise and evaluate chancellor’s office staff. E

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Master’s degree in Business, Communications, Public Administration, or related field, plus three years experience developing, promoting and facilitating a communications program for a public legislative body. Considerable experience directing and supervising an executive office of a large organization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Activities and operation of local, state and federal legislative bodies
Information resources, such as Board Policy Manual, Title V California Code of Regulations, California Education Code, and related laws and regulations
Public relations principles, practices and techniques
Public speaking techniques
Dealing with individuals with diverse backgrounds and cultures
Functions and operation of an administrative office
District organization, operations, policies, and objectives
Basic research methods

Established June 2006
DIRECTOR OF ADMINISTRATIVE RELATIONS (continued)

Oral and written communication skills  
Interpersonal skills using tact, patience and diplomacy  
Media functions and relations  
Principles and practices of management  
Operation of a computer and assigned software

ABILITY TO:

Represent the chancellor and the board on local and legislative matters  
Think analytically and independently  
Promote and facilitate discussion  
Respond quickly and appropriately to sensitive situations  
Arrange and coordinate various activities  
Operate a computer and assigned software  
Plan and conduct oral presentations  
Communicate effectively orally and in writing  
Work independently with little direction  
Communicate policies, guidelines, regulations and laws to staff, students and public  
Establish and maintain cooperative and effective working relationships with others  
Maintain confidentiality of records  
Read, interpret, apply and explain regulation, policies and procedures  
Prepare clear and comprehensive reports and maintain complex records  
Establish and maintain effective and cooperative working relationships with others  
Meet the public in situations requiring tact, diplomacy and discretion  
Plan and organize work  
Meet schedules and time lines  
Work confidentially with discretion  
Train, supervise, and evaluate personnel  
Research projects with minimal direction and supervision  
Produce documents and publications from ideas to completion

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with frequent interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others  
Sitting for extended periods of time  
Seeing to screen, interpret and prepare materials for the chancellor, governing board, and others as appropriate  
Reaching to file and maintain documents, reports and publications

Established June 2006