

SPECIAL ASSISTANT TO THE CHANCELLOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M10	12/15/05	Academic Administrator	1 of 1

DEFINITION: Under general direction, to provide staff support to the Chancellor in the areas of instruction, planning, resource development, and public information and other areas as assigned; to manage special projects regarding the development and coordination of District activities and services.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include but not be limited to the following:

- Meeting with managers, faculty, classified staff, and students, as assigned, on matters of District policy and operations
- Collecting, analyzing and summarizing data for special projects to assist the District in both long and short-range planning activities.
- Assisting in the planning and development of the resource development program for the District.
- Representing the District on a state, regional and local committees as assigned by the Chancellor.
- Developing strategies to effectively manage public information about the District to the region, state and county.
- Coordinating all media relations for the District which includes preparing news releases, news inquiries and newsletters.
- Managing, coordinating and providing leadership for a variety of Districtwide instructional services to assure the viability and legality of educational programs, improving instructional services and maintaining established academic standards.
- Communicating and interpreting instructional policies and procedures to administrators, faculty and staff; communicating with government agencies and other educational institutions to identify and research issues, interpret and explain policies, providing technical expertise and exchange information.
- Directing the development and dissemination of the District Strategic Plan.
- Initiating, planning, organizing and conducting meetings, seminars and training programs relating to instructional programs and student services to promote student success.
- Supervising and directing assigned employees.
- Performing other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, methods, procedures and trends pertaining to the management of instructional and operational management functions and activities; operational control, planning and research and development methods, techniques, procedures and strategies; methodology and techniques for facilitation and coordination of diverse teams; legal mandates, policies, regulations and guidelines pertaining to community college instructional and student-service operational management processes; data processing fundamentals and experience in interfacing instructional and student services operational functions with data processing systems and services; District management policies and procedures; and project management and research methodologies.

Education/Training: A Master's degree from an accredited college or university.



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Experience: Equivalent to at least three years of experience in administration, which may include the following areas: instructional programs; student services; educational policy and development; and communications/public relations

Actions: Newly created classification adopted by the Governing Board on 12/14/05.