DEFINITION

Under the direction of the Director, Chancellor's Office Operations, the Chancellor's Office and Board Protocol and Compliance Supervisor performs a wide variety of complex, confidential, and specialized administrative duties in legal compliance, institutional etiquette, ethics, and meeting decorum for the Board of Trustees and the Chancellor's Office. The Supervisor serves as the board recording secretary, prepares agenda items for open and closed session for meetings of the Board of Trustees, assists District staff in researching and resolving District business matters associated with the Chancellor's Office, and serves as the primary liaison with Board members, responding to queries and requests and with General Counsel and District administrators. Incumbents manage and coordinate office functions in a centralized division and perform a variety of complex clerical and technical work with significant independence. The Supervisor oversees development of the Board of Trustees meeting agendas, administers the use of the District's e-governance platform, and coordinates and maintains board policies and administrative procedures pertaining to the Board of Trustees and ensures they are regularly reviewed and updated.

DISTINGUISHING CHARACTERISTICS

The Chancellor's Office and Board Protocol and Compliance Supervisor reports to supervisors and managers, including the Chancellor and Board of Trustees, actively involved in collective bargaining and participates in the development, presentation, and/or recording and maintenance of collective bargaining proposals. This class requires a substantial amount of confidentiality, discretion, tact, independence, judgment, and initiative in managing high-visibility anticipatory governance committees, up to and including the Board of Trustees. Incumbents may be required to attend meetings and executive functions, including public and closed session meetings or retreats of the Board of Trustees.

EXAMPLE OF DUTIES

1. Serve as recording secretary for Board Meetings, record and maintain the official record of minutes, and prepare and distribute official excerpts and summaries of Board Actions and Reports.

2. Coordinate board agenda item approval processes and procedures; supervise the submission of agenda items to the Board of Trustees and District Governance Council; review documents for accuracy, completeness, and legal, policy, and procedural compliance; assist others in preparation of information for the Board of Trustees, District Governance Council, and/or Trustee Advisory Council; develop agenda items as directed by the Chancellor; and recommend and administer the use and maintenance of the District's e-governance platform.

3. Establish and maintain file procedures to ensure timely schedule of board agenda items and reports; prepare and maintain schedule of agenda items and follow up to items necessary for Board agencies; advise staff of schedule of due dates for Board items to meet required deadlines; schedule regular, periodic reports for Board presentation; prepare and maintain official historical records and files of Board exhibits and actions; and develop tentative schedule of Board of Trustee meetings and index Board minutes for historical files.

4. Prepare or review preparation of assignments for the Chancellor and/or administrators requesting action or information based on motions or directions from Board Meetings; maintain and follow through on confidential and sensitive Board items; maintain assignment log.

5. Prepare items pertaining to open and closed session for meetings of the Board of Trustees, including the Agenda and all supporting documents for distribution to Board members and subsequent Report of Action in Closed Session, if applicable. Review and assess for content, accuracy, and legal compliance agenda items submitted by a variety of departments and offices.

6. Serve as a resource to District staff to research and resolve District business associated with Board Meetings and Board Actions; serve as the liaison with Board Members, General Counsel, and District administrators and respond to queries and requests; and report information where independent judgment, specific knowledge, and interpretation of policies and regulations may be necessary.

7. Take timely actions to ensure compliance, both with national/local laws and internal policies of the District and develop procedures, policies and best practices for operating within legal and ethical guidelines. This includes interpreting complex regulations, and implementing effective strategies to ensure the District's activities align with these requirements.

8. Help foster a culture of integrity, transparency, ethics, and accountability, which is essential for building and maintaining the trust of stakeholders and the public.

9. Collect and compile data and other information, investigate topics, and prepare reports as directed and review and proofread documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations.

10. Plan and present workshops to staff as needed for board meeting and other council/committee agendas.

11. Provide information to the Chancellor's Cabinet, District Governance Council, Trustee Advisory Council, and other councils and committees as needed and take and transcribe minutes from a variety of meetings as assigned.

12. Independently provide information and assistance to others in locating, communicating, and interpreting District and division policies and procedures and exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other laws.

13. Operate computers and business-related software to create and maintain board and other agendas and minutes on-line; compose correspondence independently; create, maintain, and manage files and reports.

14. Act as back-up for Director, Chancellor's Office Operations in his/her/their absence, including taking of minutes of Chancellor's Cabinet and other general responsibilities during the Director's absence or as requested and assist the Director and Chancellor as assigned.

15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code, Government Code, and other laws.
- Basic principles of accounting and bookkeeping.
- Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
- Computer applications, including word processing, spreadsheets, and databases.
- Cultural competency and sensitivity to the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and staff.
- District organization, operations, mission, strategic objectives, policies, procedures and rules.
- Effective oral and written communication skills with diverse audiences.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Institutional governance, meeting protocols, and decorum.
- Laws, regulations, policies and procedures, and rules governing the preparation of agenda items for meetings of the Board of Trustees and other participatory governance groups, organization and facilitation of public and closed session meetings of the Board of Trustees, and recordkeeping of meetings of the Board of Trustees and other participatory governance groups.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Principles and practices of administration, supervision, and training.
- Principles and practices of office management and records maintenance.
- Principles and procedures of project planning.
- Procedures and practices used in budget analysis, preparation, and maintenance.
- Record-keeping techniques.
- Robert's Rules of Order.

Skills and Abilities:

- Communicate effectively orally and in writing with diverse audiences.
- Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.
- Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
- Establish and maintain effective working relationships with diverse stakeholders.
- Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.
- Interpret, explain, and apply complex District laws, rules, policies, and procedures related to the work of the office.
- Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.
- Maintain appropriate professionalism in stressful situations.
- Maintain division budgets.
- Maintain records, assemble data, and prepare correspondence and reports.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.
- Perform difficult clerical and administrative work and effectively relieve Director, Chancellor, and Board Members of routine administrative details.
- Understand and follow oral and written direction.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in Political Science, Law, Business Administration, Public Administration, or a closely related field, and three (3) years of increasingly responsible executive administrative support experience in a public agency or educational institution. .

OR

Any combination of training and experience equivalent to: one year of college course work in law, political science, business or public administration or related field and five years of increasingly responsible professional/technical experience, including at least one year in training and providing work direction to others and two years experience with a governing body and Board Dockets and materials.

WORKING CONDITIONS

Physical requirements:

Category III

Environment:

Favorable, involves an office. May require travel between District sites and outside of the District.