



West Valley-Mission
Community College District

CLASS SPECIFICATION

CHIEF OF STAFF

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 21

DEFINITION

Under the direction of the Chancellor, serves as the chief advisor and aide to the Chancellor, serving as a systems integrator across and amongst internal and external stakeholders and leaders; coordinates actions with the Executive Management Team (EMT) and Cabinets, and collaborates with the Chancellor's direct reports and college executive management; and oversees and informs the Chancellor of the day-to-day operations of the office, including budget, staffing, and operating procedures. Executes a shared vision between District that results in a cohesive briefing/meeting style for Chancellor and Board of Trustees (BOT) events and public forums.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chancellor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Serves as key advisor and thought partner to the Chancellor to translate goals and vision into plans of action; at the direction of the Chancellor, manages high-impact and high-visibility projects requiring sensitivity and cross-functional coordination.

At the direction of the Chancellor, serves as lead change champion for assigned District efforts; supports and moves new initiatives forward by resolving issues or obstacles impeding cohesive movement towards organizational goals; provides clear timely communication regarding project scope and status to ensure stakeholder buy-in and mission alignment.

Collaborates with senior executives to identify business, government, and educational partnerships to further the strategic goals and initiatives of District areas and departments; identifies potential and/or necessary internal and external stakeholders, and builds strong working relationships with local, state, and federal elected officials and their staff.

Establish positive working relationship with legislators and representatives of local and state governmental agencies, educational institutions, and the State Chancellor's Office; plan, develop and coordinate advocacy initiatives and campaigns; prepare and represent the district's approved legislative positions in legislative hearings and meetings, or in writing.

Track, review and monitor relevant, pending local, state and federal legislation; assess impact and prepare legislation analysis for the Chancellor; create and administer legislator campus visits and recognition programs.

Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to governmental relations and public communications functions, including communications, media relations, legislative advocacy, and community outreach.

Advise the Chancellor on public relations opportunities and concerns; promote the mission and major policy directives, views, and program initiatives of the Chancellor; prepare district resolutions of recognition by the Board of Trustees; write policy and management directive fact sheets; and create newsletters, e-mail updates, articles and strategic communications for the Chancellor, and executive officers.

Develop, produce, and implement internal communication vehicles to keep employees informed of news, decisions, plans, legislation, reports, events and accomplishments.

Assists the Chancellor in overseeing the daily activities and needs of the Office of the Chancellor; prioritizes and ensures timely and effective responses and strategies to critical incidents and events.

Identifies and leverages subject matter expertise and competencies in staff and senior executives in order to support and accomplish major initiatives requiring coordinated and sustained efforts across the District; supports and encourages professional and career development to increase team effectiveness and efficiency.

Supports EMT by facilitating training and conference participation, retreat and self- evaluation activities, as well as goal-setting for EMT and Chancellor; serves as the primary liaison to the Office of the Chancellor and Legislative and Policy Oversight Committee, and represents the Chancellor at assigned meetings and events as needed.

Utilizes strong working relationships and partnerships across the District to enhance the effectiveness and efficiency of the Office of the Chancellor; recognizes and supports diverse and inclusive work processes in line with the purpose and mission of the District and to ensure the success of current initiatives and establish processes for future projects.

Ensures that assigned projects and initiatives are community focused and support the mission and objectives of the District; solicits and utilizes feedback to increase task and group cohesion,

Provides supervision and direction to assigned District staff; assigns, directs and evaluates the performance of all direct reports; establishes goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.

Performs other duties, related to the position, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of effective public, community, governmental, and media relations.

Objectives and interests of legislative, political, professional, employee, student and business/industry organizations and community groups impacting the district.

Pertinent local, state, and federal laws, rules and regulations.

Collective bargaining and participatory governance processes;

Tools, techniques, and tactics to build collaborative cross-functional teams;

Techniques for team building, project management, and collaborative goal development;

Current practices, ideas, and research in higher education;

Management practices and techniques, including assessment and continuous improvement;

The mission, goals, and objectives of public higher education and the community it serves;

Statistical analysis software/strategies, survey design and administration;

Strategic planning concepts, theory, and practice, including organizational models and best practices.

Ability to:

Assist in translating the Chancellor's vision into a clear action plan for the District;

Maintain confidentiality and discretion;

Plan, direct, and control the administration and operations of the governmental relations and public communications division.

Lead and empower teams and stakeholders to meet project deadlines, work collaboratively, and accomplish goals and objectives for the benefit of the District and community.

Identify critical areas requiring either the attention and/or decisions of the Chancellor, Board of Trustees, and/or senior executives.

Understand the needs and concerns of complex workgroups, find common ground, and build consensus;

Influence, explain, and negotiate with senior executives and near-peers;

Interpret and evaluate survey results to create action plans and training;

Analyze, interpret, and summarize complex data and provide recommendations for actions based on data;

Initiate and support responsive and future-focused innovation;

Utilize sound analytical judgment and an operational focus to make effective decisions;

Employ management and organizational development skills to improve services and increase efficiencies;

Communicate effectively, orally and in writing, and express complex information to a variety of audiences.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience related to the area of assignment.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, educational leadership, political science, strategic leadership or a related field.

License and Certificate

None.

EEO Category: Executive/Administrative/Managerial

Date Approved: April 5, 2024