

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Executive Director, Governmental & External Affairs **Department:** Chancellor's Office

Location: District Office

Date: May, 2007

POSITION PURPOSE

Responsible to the Chancellor for special projects which require District-wide coordination. Acts on the Chancellor's behalf as the District liaison with corporate community, community based organizations, educational affiliates, and state educational organizations/councils. Assists the Chancellor to ensure coordination and communication between the Colleges and District Offices, Board of Trustees, and the public. Functions as an advisor, liaison, researcher, planner and writer with a variety of specific areas of responsibility that are often confidential; supervises and evaluates the performance of assigned personnel.

NATURE AND SCOPE

This position is responsible for monitoring the status of District-Community relations and reporting on the effect that various policies, programs, and practices could have on these relationships; monitoring state and federal legislation which is of concern to higher education and developing position statements for consideration by the Chancellor and the Board of Trustees; and assisting the Chancellor with formulating and administering District policies and procedures required by the California Community College Chancellor's office.

KEY DUTIES AND RESPONSIBILITIES

1. Serve as the Chancellor's liaison with the college staff with responsibility for District-wide policies and programs; assist the Chancellor with responsibility for formulating and administering District policies and procedures required by the California Community College Chancellor's office.
2. Assist the Chancellor with responsibility for analysis of activities to determine changes needed to attain District Goals and Objectives. Conduct special research or analytical studies to assist the Chancellor in the formulation of new policies and planning of new or revised programs and initiatives.
3. Monitor the status of District-Community relations and report on the effect that various policies, programs, and practices could have on these relationships; monitor state and federal legislation which is of concern to higher education and develop position statements for consideration by the Chancellor and the Board of Trustees.
4. Under direction of the Chancellor, inform state and federal legislators of the official District position on matters of concern to the District.
5. Handle sensitive correspondence, questionnaires, and complaints which are directed to the Chancellor's Office; communicate with administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
6. Provide leadership for the long-range planning, development and nurturing of District relationships, networks and alliances to meet student and community needs. Arrange District-wide special events, seminars and meetings as needed.
7. Serve as the Chancellor's representative on selected internal committees or councils, and at selected community meetings.

8. Under the direction of and upon assignment by the Chancellor monitor, expedite, and report on matters relating to the activities and responsibilities of the Office of the Chancellor.
9. Maintain District Governing Board Policies in compliance with State law and Board action.
10. Resolve specific issues and problems assigned by the Chancellor.
11. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and establish advisory committees as appropriate.
12. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
13. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Equity, diversity and social change in institutional settings.
2. Professional writing and communication skills.
3. English usage, spelling, grammar and punctuation.
4. Higher education's current practices in community colleges.
5. Learning theory, innovative learning outcomes and learning styles.
6. Student matriculation process.

Skills and Abilities:

1. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting and decision making.
2. Implement collaborative work tasks.
3. Apply theories and practical experiences to work tasks.
4. Convey the mission and vision of the Chancellor to both internal and external parties.
5. Communicate well with persons in the educational fields of interest to the Chancellor's initiatives.
6. Write reports, business correspondence, and articles for publication that conform to prescribed style and format.
7. Effectively present information and respond to top management, public groups and/or Board of Trustees; apply mathematical skill to work with mathematical concepts such as probability and statistical inference; apply reasoning to define problems, collect data, establish facts, and draw valid conclusions.
8. Interpret an extensive variety of technical information in mathematical or diagram form and deal with several abstract and concrete variables.
9. Acquire an intimate knowledge of administrator's policies and views.
10. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students/staff.
11. Establish and maintain cooperative working relationships with those contacted during the course of work; show commitment to and sensitivity in working with faculty, staff and students as well as community groups of various racial and ethnic backgrounds.
12. Maintain mental capacity which allows for: answering questions, demonstrating intellectual capabilities, and maintaining confidentiality where appropriate.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting or standing for extended periods of time, operating assigned equipment, and typing extended periods of time.

14. Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment.

Education and Experience:

1. Master's degree (M.A.) from an accredited college or university with major coursework in public administration, educational policy, research and planning or a related field. At least two years related experience and/or training; or equivalent combination of experience and education, for which similar knowledge and abilities could be acquired; and varied teaching experience both at the K-12 and/or college level.
3. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Working Conditions:

1. Typical office environment.

Date Approved: 5/8/07 Reviewed April, 2009.

Salary Range: M30

EEO-Category: 2B1 – Executive/Administrative/Managerial