

NOVEMBER 2021
FLSA: EXEMPT
SALARY GRADE: AB
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CHIEF OF STAFF

BASIC FUNCTION: 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 Administration Team and Cabinet, 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.

PROVIDES WORK OR LEAD DIRECTION TO: Assigned District personnel.

REPRESENTATIVE DUTIES: The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. 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.
2. Assists the Chancellor in overseeing the daily activities and needs of the Office of the Chancellor and BOT; prioritizes and manages the Chancellor's schedule and day-to-day activities of the Office of the Chancellor to ensure timely and effective responses and strategies to critical incidents and events.
3. 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;
4. 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.
5. Supports the Board of Trustees by facilitating training and conference participation, retreat and self-evaluation activities, as well as goal-setting for the Board of Trustees and Chancellor; serves as the primary liaison to the Office of the Chancellor and Office of Legal Counsel, and represents the Chancellor at assigned meetings and events as needed.
6. 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.
7. 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.
8. Ensures that assigned projects and initiatives are community focused and support the mission and objectives of the District and the BOT; solicits and utilizes feedback to increase task and group cohesion,

9. 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.
10. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Collective bargaining and participatory governance processes;
2. Tools, techniques, and tactics to build collaborative cross-functional teams;
3. Techniques for team building, project management, and collaborative goal development;
4. Current practices, ideas, and research in higher education;
5. Management practices and techniques, including assessment and continuous improvement;
6. The mission, goals, and objectives of public higher education and the community it serves;
7. Statistical analysis software/strategies, survey design and administration;
8. Strategic planning concepts, theory, and practice, including organizational models and best practices.

Ability To:

1. Assist in translating the Chancellor's vision into a clear action plan for the District;
2. Maintain confidentiality and discretion;
3. 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.
4. Identify critical areas requiring either the attention and/or decisions of the Chancellor, Board of Trustees, and/or senior executives.
5. Understand the needs and concerns of complex workgroups, find common ground, and build consensus;
6. Influence, explain, and negotiate with senior executives and near-peers;
7. Interpret and evaluate survey results to create action plans and training;
8. Analyze, interpret, and summarize complex data and provide recommendations for actions based on data;
9. Initiate and support responsive and future-focused innovation;
10. Utilize sound analytical judgment and an operational focus to make effective decisions;
11. Employ management and organizational development skills to improve services and increase efficiencies;
12. Communicate effectively, orally and in writing, and express complex information to a variety of audiences.

Education and Experience: A master's degree in business or public administration, educational leadership, strategic leadership or a related field from an accredited institution, and seven (7) years of senior management experience, five (5) years of which includes leading and/or supervising staff, in an academic setting.

A doctorate in business or public administration, educational leadership, strategic leadership, or a related field from an accredited institution, and five (5) years of senior management experience, four (4) years of which includes senior management experience which includes leading and/or supervising staff, in a public institution of higher education is desired.

Licenses/Certifications Required: None

Physical Demands: Employees must be able to lift, carry, push, and pull materials and objects weighing up to 15 pounds; occasional travel is required.

Commitment to Diversity: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty, management, and other community stakeholders.

Contacts: Chancellor's Office staff, college executive management, faculty, staff, and other college executives, community members, and local, state, and federal elected officials and staff.

Working Conditions: Normal office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.