



CHIEF OF STAFF, OFFICE OF THE SUPERINTENDENT/PRESIDENT(CONFIDENTIAL)

BASIC FUNCTION

Under the general direction from the Superintendent/President, the Chief of Staff, Office of the Superintendent/President (Confidential), serves as a senior advisor and operational leader responsible for coordinating executive level functions, advancing institutional priorities, and supporting the effective governance and administration of the Superintendent/President and Office of the Superintendent/ President.

This position functions as a senior advisory and executive coordinator, supporting executive operations, Board- related activities, institutional priorities, and sensitive personnel, labor, and organizational matters. The Chief of Staff exercises a high degree of discretion, judgment, and independence in handling confidential information, coordinating executive and Board level activities, and supporting the effective operation of the Superintendent/President's Office.

DISTINGUISHING CHARACTERISTICS

This classification is an executive level confidential position requiring the highest level of competency in communication, judgement, confidentiality, working independently, discretion, executive coordination, as well as a thorough understanding of governing rules regulations and processes applicable to the Superintendent/ President and the Governing Board. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgement, knowledge of College activities, and the ability to conduct independent projects, as well as perform various research and oversight of budgetary support functions.

This position is designated as confidential due to its regular access to sensitive information related to personnel matters, labor relations, and formulation of District policies and procedures, requiring a high level of discretion and the ability to maintain strict confidentiality.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work

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being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Provide leadership to areas assigned by the Superintendent/President; plan, organize, direct, implement, and monitor the activities, operations, and services of assigned areas.
2. Partner with the Superintendent/President and Executive Leadership Team; collaborate with individuals across the College to actively drive the strategic plan forward; build an atmosphere of coordination and clear understanding of the District's mission, vision, and goals.
3. Organize and coordinate the flow of activities through the office in relation to priorities, schedules, and deadlines; perform highly complex executive coordination and administrative duties for the Superintendent/President and Trustees.
4. Acts as an information resource regarding District policies and procedures; coordinate and track the review and updating of District policies and procedures; maintain webpage for Superintendent/President's office and Board of Trustees.
5. Serve as the Superintendent/President's Office liaison; represent the Superintendent/President with various constituencies including the Governing Board, management, faculty, staff, students, alumni, and various external entities such as local and state legislators, business, and community leaders; ensure the accurate proper, and timely flow of information to and from the Superintendent/President's Office.
6. Assembles, prepares, and distributes Board of Trustees agendas and supplemental materials; oversee the preparation and maintenance of official records; attend Board meetings and record proceedings; prepare and maintain comprehensive official minutes and records of Board of Trustees meetings.
7. Prepare correspondence and reports for the Superintendent/President and the Governing Board. Compose and prepare responses to correspondence and requests for public records in accordance with applicable laws.
8. Provide leadership, coordination, and functional guidance to the Executive Assistants supporting the Vice Presidents to promote consistency, efficiency, and alignment with executive and Board related processes.
9. Coordinate and prepare all necessary materials and documents in preparation for President's Cabinet and other participatory governance and committee meetings.
10. Monitor, provide work direction, and supervise staff and students assigned to the office.

11. Coordinate and train assigned staff on Board agenda management software; assist in training of administrative staff concerning District policies and procedures as needed.
12. Maintain control and research files on matters for Board members, collectively and individually.
13. Act as a liaison for Superintendent/President and Governing Board; promote and maintain positive staff relations; manage the flow of communications and visitors; maintain positive public relations with community. Answer questions, provide information, address complaints, and offer referrals to appropriate sources.
14. Arrange and coordinate meetings and event services for the President's office such as reception coordination, planning logistics, and providing materials.
15. Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies, and pending legislation.
16. Counsel and advise the Superintendent/President on day-to-day operations; ensure efficient and effective operations and the full optimization of resources; manage the budget of the Superintendent/President's Office and Governing Board.
17. Coordinate executive administrative practices, standards, and procedures across the Superintendent/President's Office and Vice-Presidential offices, including calendar coordination, meeting preparation, correspondence protocols, and confidentiality practices.
18. Serve as a central point of coordination for executive-level administrative matters to support effective communication and collaboration among the Superintendent/President, Vice Presidents, and their respective executive support staff.
19. Identify opportunities to improve executive administrative workflows and recommend process enhancements to support institutional effectiveness.
20. Promote a culture of diversity, equity, access, and student success by centering decision-making on inclusive practices that foster innovation and the delivery of high-quality services to our students and community.
21. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Community college functions, policies, rules, and regulations.
- Operational characteristics, services, and activities of the Superintendent/President's Office.
- Pertinent state, federal, and local policies, rules, and regulations, including applicable sections of the State Education Code.
- Methods and techniques of leadership and management.
- Strategies that effectively represent the District to government agencies, community organizations, and other entities.
- Principles and practices of program development, administration, and review.
- Modern office practices, procedures, and equipment, including computer operation and software programs.
- Methods and techniques of research, analysis, and decision-making.
- Principles, practices, and procedures of business letter writing, fiscal, statistical, and administrative research, and report preparation.
- Written, presentation, and verbal communication skills.
- Interpersonal skills using tact, patience, courtesy, and professionalism.
- Practices involved in human and public relations, office management.
- Records management and budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
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Skills and Abilities To:

- Direct activities and provide effective leadership for projects and programs in the Superintendent/President's Office
- Manage and provide effective leadership for areas and functions as assigned by the Superintendent/President
- Understand, interpret, apply, and explain District policies and procedures independently, apply them with good judgment, and use judgment and discretion when precedents do not exist
- Effectively analyze and resolve difficult and sensitive situations; respond to complex and sensitive requests and inquiries from students, staff, or the

- public
- Select, supervise, train, and provide work direction to staff assigned to the Superintendent/President's Office
- Demonstrate excellent attention to detail, strong problem-solving skills
- Exercise a high degree of discretion and judgment in handling highly confidential and sensitive information
- Establish and maintain an atmosphere of coordination and clear understanding of the District's mission, vision, and goals
- Operate strategically and build partnerships and collaborations across the District to facilitate decisions and ensure implementation
- Work under steady pressure with frequent interruptions and a high degree of public contact
- Carry out complex written instructions
- Communicate clearly and concisely, both orally and in writing
- Maintain records and prepare reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility
- **Education and Experience:**

Equivalent to a bachelor's degree with major course work in public administration, business administration, education, or a related field; **AND** five (5) years of progressively responsible senior-level administrative or executive experience reasonably related to the assignment. Experience supporting executive leadership, governing boards, or managing confidential and sensitive matters in a complex organization.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program. Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

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Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with extended periods of time viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Hearing: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.