



## Office of Human Resources and Equal Opportunity Administrator Job Description

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### SENIOR ADVISOR TO THE CHANCELLOR FOR REIMAGINING FOOTHILL-DE ANZA

**DEPARTMENT:** Chancellor's Office

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - M](#)

#### **POSITION PURPOSE:**

Reporting to the Chancellor and is a member of the Cabinet. Serves as Senior Advisor to the Chancellor, in developing the three-year plan for Reimagining Foothill-De Anza, engaging districtwide dialogue to shape the plan and implementing the first phases of the plan to be implemented from March 1, 2022 through June 30, 2023.

The position will assist in the development of a new districtwide budget allocation model and negotiations strategy and lead a districtwide enrollment management committee to increase enrollment and student outcomes.

#### **NATURE and SCOPE:**

Acts on behalf of the Chancellor in overseeing all tactical aspects of the plan for Reimagining Foothill-De Anza, including substantive consultation with administrators, faculty, classified professional, students, and community members

#### **KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Act as primary contact with Planning Consultant Phil Hill to make data collection, analysis, and presentation logistics efficient and fully aligned with internal efforts
2. Coordinate multiple outreach approaches, to include individual interviews, focus groups, town halls, and surveys as appropriate
3. Lead a districtwide enrollment management process
4. Assist or direct related efforts that emerge such as new or revised board policies and administrative procedures
5. Attend various internal and external meetings, as designated, to represent the perspective and interests of the Chancellor and District; provides timely and accurate information regarding proceedings and outcomes; follows through as directed by the Chancellor.
6. Provide formal and informal reports on a regular basis to Chancellor, senior administrators, and other stakeholders. Monitor and track progress toward goals, including key commitments and actions required by the Chancellor, Cabinet and other stakeholders.
7. Provide necessary infrastructure to track progress of a variety of short-and longer term projects, and employ project management tools across departments to meet deadlines. Apply concepts of process improvement and change management.
8. Conduct research, help develop implementation plans, frame issues and problems for stakeholders, develop recommendations, and facilitate the successful completion of assigned projects.
9. Serve as principal advisor to the Chancellor on project planning and coordination matters.
10. Coordinate and integrate the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor.
11. Provide integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.

#### **EMPLOYMENT STANDARDS**

##### **Knowledge:**

1. Project management

2. Working knowledge of applicable laws, regulations, guidelines, and contacts, such as California Title 5, Education Code, OSHA,
3. Commonly used computer software and communication media. Course management systems.
4. District policies and procedures.
5. Objectives, priorities, and goals of the Chancellor
6. Principles, purposes, functions, policies, and practices of business and public administration, personnel management, planning and research, organization, and management
7. Methods of budget development, management, and control
8. Methods and approaches to effective administrative report and document preparation and presentation

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Implement procedures, methods, strategies, and techniques pertaining to the operation of a complex organizational environment.
3. Analyze situations accurately, anticipate requests, and implement effective courses of action. Initiate follow-up actions/responses.
4. Coordinate, direct, and expedite the production of a high volume of documents and materials.
5. Independently perform difficult, complex, and confidential executive duties.
6. Anticipate information needed by the Chancellor in order to respond to requests,
7. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
8. Establish and maintain cooperative working relationships with faculty, staff, students, administrators, Board of Trustees, and the public.
9. Use interpersonal skills with tact, patience, courtesy, and diplomacy.
10. Compile information, verify and analyze data, and produce comprehensive reports.
11. Prioritize and schedule work independently and handle competing priorities.
12. Represent the Chancellor in public and community settings.
13. Communicate effectively both orally and in writing, including complex proposals and presentations.
14. Strong project management skills.
15. Public speaking and problem solving.
16. Participation and leadership in complex, multifaceted committees and task forces.
17. Ability to represent the District on appropriate District, college, State, and other committees in areas of responsibility.
18. Exercise a sense of humor, a positive attitude, and flexible approach.
19. Demonstrate open-mindedness to see multiple perspectives.
20. Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in data analysis and strategic planning.

**Education and Experience:**

1. Master's degree.
2. Two years of senior management experience in higher education.

**Preferred Qualifications:**

1. Experience with both process improvement concepts and projects.
2. Understanding of the strategic role of the Chancellor's Office.
3. Demonstrated ability to conduct high-level research and analysis and communicate the results effectively in writing and orally, and make professional-level presentations.
4. Demonstrated ability to interact effectively and efficiently with other members of the administrative team, staff, faculty, students and the community.
5. Demonstrated knowledge of current higher education/community college issues and policy implications.
6. Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.
7. Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment including mobile and connected interactions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 10, 2022

Ed Code: H-10

Creditable Service: PERS