



## **BOARD RELATIONS ASSISTANT**

### **DEFINITION**

This position provides primary support for the Board of Trustees. Under the technical and functional direction of the Assistant to the Chancellor, plan, organize, administer, supervise, and coordinate the operations of the District Board of Trustees, including Board agenda preparation, minutes, and records management. Perform as the recording secretary; serve as a resource to District staff to research and resolve problems related to District business that are associated with the Board of Trustees; serve as the liaison with Board Members responding to queries and requests; coordinate assigned activities with district divisions, college campuses, and outside agencies; and represent the Board of Trustees and the Chancellor with district staff and the public. Perform independently in managing and coordinating the office functions in a centralized department and perform a variety of highly responsible, complex, and confidential administrative support duties for the Board of Trustees and the Chancellor, including back-up to the Chancellor's Office, to ensure accurate and timely completion of tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chancellor and Assistant to the Chancellor. Exercises no supervision of staff. May provide technical and functional direction to administrative support staff.

### **CLASS CHARACTERISTICS**

This administrative support classification is assigned to the Chancellor's Office. Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The incumbent performs administrative services for the Chancellor and Board of Trustees requiring the exercise of independent judgment on complicated and difficult administrative matters involving sensitive and confidential information. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. The work requires extensive public contact, the frequent use of tact, discretion, confidentiality, and independent judgment, knowledge of District activities, policies and procedures, and the ability to conduct independent projects.

This classification is designated as "confidential" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). "Confidential" classifications assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Serve as recording secretary for Board of Trustees meetings for closed sessions and public sessions; write/prepare the official minutes; ensure the proper publication, filing, indexing, and safekeeping of all proceedings of the Board; prepare official excerpts of Board actions; coordinate board agenda item approval processes and procedures. Supervise the submission of agenda items to the Board of Trustees. Review documents for accuracy, completeness, and conformance to

- applicable rules and regulations and for compliance with District policies and procedures, state regulations and Education Code, and federal requirements.
2. Ensure compliance with the Brown Act, election laws, and parliamentary procedures; follow-up on Board decisions and actions; oversee and maintain meeting and policy information management systems.
  3. Maintain the District's Board Policy and Administrative Procedure manual; keep abreast of changes in laws, regulations, and requirements; develop draft policies and procedures; and coordinate the review and approval process.
  4. Serve as a resource to District staff to research and resolve problems related to District business associated with Board meetings and Board actions. Serve as the liaison with Board Members and District administrators and respond to queries and requests. Report information in person or by telephone where judgment, specific knowledge, and interpretation of policies and regulations may be necessary.
  5. Perform responsible and confidential administrative and secretarial duties for the Board of Trustees and the Chancellor, relieving the Chancellor and the Board members of a wide and complex variety of administrative details; research, analyze, and evaluate a wide variety of issues, data, recommendations, and alternatives; develop and provide recommendations, suggestions, and information as appropriate.
  6. Act as a liaison between the Board members, Chancellor and district executive staff, management staff, academic and classified staff, students, legislators, representatives of community agencies and the general public; relay messages, answer questions, clarify the Board or Chancellor's position on various matters, respond to requests, resolve problems, explain district policies and procedures, and refer callers to the appropriate division/department.
  7. Assist trustees with involvement and leadership roles in external organizations at the local, state, national, and international levels; gather information, conduct research, compile data, and assist in preparing reports, presentations, and testimonies for the Board or Chancellor's review and approval.
  8. Serves as Public Records Coordinator; reviews, seeks clarification on, and interprets requests; coordinates gathering the requested information with appropriate departments and legal counsel; documents District responses; and ensures compliance with the California Public Records Act.
  9. Read, process, and coordinate confidential information related to the District's employer-employee relations, collective bargaining negotiations, and/or employee grievances.
  10. Research and compile data for draft reports; perform routine and special administrative activities and projects.
  11. Assist in the periodic review of the District's conflict of interest code; notify district staff and Board of Trustees regarding requirements of applicable filings; ensure appropriate and complete forms are submitted and in compliance with applicable regulations; may serve as district filing officer for Fair Political Practice Commission (FPPC) forms.
  12. Administer Board of Trustees Office functions, budget operations, timekeeping, and personnel/payroll; order supplies, and process payments and purchase requisitions.
  13. Act as or coordinate back-up for Chancellor's Office, including taking of minutes and other general responsibilities of Chancellor's Office during the Assistant to the Chancellor's absence or as requested. Assist the Assistant to the Chancellor as assigned.
  14. Performs legal research using legal reference databases; collects data and completes research projects; analyzes issues and concerns and recommends innovative solutions; orders legal subscriptions and other necessary materials.
  15. Track legal proceedings and legal expenditures incurred by the District.

16. Perform other related job duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Organization and function of educational institutions, including the role of Board of Trustees and appointed boards and commissions.
2. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures within assigned areas of responsibility.
3. Principles, practices, and procedures related to public agency record keeping and the Board recording secretary function.
4. Records management principles and practices, including legal requirements for recording, retention, and disclosure.
5. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
6. Sources of information related to a broad range of educational and administrative programs, services, and administration.
7. Modern office management practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
8. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
9. Record keeping and filing systems and methods.
10. Basic statistics, business arithmetic, and bookkeeping.
11. Business letter writing and the standard format for reports and correspondence.
12. English usage, grammar, spelling, vocabulary, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

1. Demonstrate 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. Plan, oversee, and implement activities related to a Board of Trustees including preparing agendas, preparing minutes, and records management.
3. Perform advanced and complex executive administrative support work accurately, within established deadlines, and with use of independent judgment.
4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
5. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
6. Coordinate and oversee assigned administrative, budgeting, fiscal reporting, programmatic, and project management activities.
7. Plan, organize, and carry out assignments from management staff with minimal direction.
8. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

9. Evaluate and develop improvements in operations, procedures, policies, or methods.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
12. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
13. Maintain accurate databases, records, and files.
14. Maintain confidentiality and be discreet in handling and processing confidential information and data.
15. Perform arithmetic, financial, and statistical computations accurately.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Effectively use and keep current with computer systems, software, and modern business equipment to perform a variety of work tasks.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college and five (5) years of increasingly responsible and varied administrative support experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Salary Grade:** C5-13

**FLSA:** Non-Exempt

**EEO Code:** H-30

**Board Approved:** 05/06/24