

# Job Description

Position Title: Chief of Staff

Job Group: Executive Administration

Job Level Group: Executive Administrator

FLSA Status: Exempt

## Position Summary:

The Chief of Staff (COS) serves as chief policy advisor, strategist, providing specialized services and support to the Chancellor and acts as a liaison for the Chancellor and Board of Governors with Executive Administrators, academic units, and functional units. This position has overall responsibility for providing direction to the Chancellor's administrative operations consistent with the College's vision, mission and goals; and is responsible for the central coordination of the Chancellor's office functions, activities, and execution of the day-to-day operations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Manages all elements of the Chancellor's office operations and provides strategic leadership and planning of critical business events, projects, and operations to include management of staff, expenses, and administration. Provides coordination and oversight in the development of defined core initiatives for the Chancellor.
2. Ensures organizational focus and facilitates collaborative communication with Cabinet and Senior Leadership Team members on strategic planning priorities. Monitors and discusses status of ongoing initiatives, especially those that are cross-divisional in nature. Assists in coordination of initiatives. Provides the Chancellor with activity status and updates. Participates in Cabinet and Executive Leadership Team meetings and records follow-up action plans regarding strategic initiatives.
3. Contributes to the transformation of the Chancellor's office operations to a model that is business focused and accountable; adds value and is aligned with the business of the College; and offers flexibility. Ensures activities are in keeping with philosophical and operational initiatives of the College.
4. Serves as the Chancellor's liaison with the Vice Chancellors and other administrators on matters not directly handled by the Chancellor; handles program activities and matters of institutional significance for the Board of Governors on behalf of, and in concert with the Chancellor.
5. Updates the Chancellor on a continuous basis regarding College and external issues and activities. Ensures the Chancellor is aware of relevant information prior to meetings and events. Makes recommendations as appropriate.
6. Collaborates with the senior leadership team to leverage operational processes that support the College's core mission, and provide results-based tactics for informative decision-making and effective solutions. Engages in process research and redesign; facilitates positive and smooth change processes; and resolves problems with innovative solutions.

7. Serves as communications advisor to the Chancellor, overseeing and leading the preparation and development of speeches, presentations, and videos. Promotes and champions College initiatives and ensures alignment of policies and procedures with the College's values and serves as the influential voice for strategies, philosophies, and initiatives. Oversees decision-making processes to ensure consistency with College strategy and designs strategic business solutions.
8. Creates synergies between different work units and individuals to ensure a positive outcome and collaboration. Creates conflict resolution strategies and processes that foster a culture that supports effective relationships throughout the College.
9. Works closely with the appropriate offices needing the attention or presence of the Chancellor; manages special events, meetings, presentations, and fundraising activities; and works closely with appropriate staff members in the preparation and planning for Board of Governors meetings.
10. Participates in key constituent meetings to ensure appropriate and responsive follow-up and accountability and facilitates resolution of matters requiring the Chancellor's attention.
11. Collaborates with other departments as necessary in order to meet college objectives and goals.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices.
2. Skill in people leadership and supervision.
3. Skill in effective communication (both written and oral).
4. Skill in independent decision making.
5. Skill in positive productive, and flexible customer service.
6. Skill in budget/resource management.
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates..
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related area required
- Master's degree in related field of study preferred.
- Ten (10) years of related experience required
- Six plus (6+) years of related experience with supervisory experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required