

Job Description

Position Title: Coordinator, Governing Board

Job Group: Administrative Support

Job Level Group: Professional - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Governing Board Coordinator performs a wide variety of complex professional-level administrative support duties in support of the Governing Board and serves as a primary liaison to the Governing Board. The Governing Board Coordinator conducts a wide variety of highly responsible tasks and confidential work associated with the Governing Board and Chancellor's Office. The Governing Board Coordinator exemplifies exceptional organizational skills, excellent people skills, independent decision-making skills, a very professional demeanor, proficiency in the latest technology, and has the Chancellor/Board's trust in discretionary matters. The Governing Board Coordinator plans, researches, and coordinates all aspects of communications and appearances for the Governing Board. The Governing Board Coordinator independently identifies, resolves, or addresses daily operational issues of assigned department.

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. Serves as point of contact and completes administrative duties for the Governing Board and Chancellor's Office. Tracks and manages documents. Schedules meetings and screens and directs calls. Completes tasks and projects requiring internal and external review, approvals, and signatures and ensures completion by deadline. Responds to internal and external inquiries. Maintains direct and close contact with the Chancellor, Board Chair/Vice-Chair, and Legal Counsel to address issues that require proper referral and follow-up. Screens and directs calls for both the Governing Board and Chancellor's Office.
2. Researches, develops, and creates complex reports. Reviews and presentations and talking points submitted by the administration for reporting to the Board.
3. Composes email messages and internal and external correspondence for the Governing Board and Chancellor's Office on a wide variety of college matters. Oversees, coordinates, and reviews videos, and other content; arranges in-person appearances and appointments.
4. Manages workflows, determines deadlines, provides training, and communicates a variety of information to college employees and board members assigned to using the board management software system. Analyzes and tracks board-related information and follow-up items utilizing various databases and spreadsheets; generates applicable reports and documents.
5. Plans, coordinates, and facilitates Governing Board meetings, retreats, site visits, and appearances. Facilitates board-related special events and activities, including the swearing-in and orientation of new board members.
6. Coordinates, organizes, maintains, tracks, and safeguards all files related to the Governing Board, including agendas, meeting minutes, resolutions, historical board information, approved policies, and

activities, in accordance with bylaws, procedures, and record retention policies. Ensures these materials are available internally and externally as appropriate.

7. Assists the annual budget development process to ensure alignment of college planning processes with fiscal resources. Manages the budget for Board operations and department purchasing cards. Makes transportation, hotel, business, and social arrangements for members of the Governing Board traveling on college business and prepares and processes expense reimbursements, including mileage reimbursement.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor, Chancellor, and Legal Counsel.
9. Oversees workflows, determines deadlines, provides training, and communicates a variety of information to college employees and board members assigned to use BoardDocs, the college's board management software system.
10. Manages a meeting and event calendar for five members of the Governing Board; helps determine and plan for the frequency of meetings requiring interaction with both internal and external executives and assistants, to coordinate a variety of meetings.
11. Maintains a working knowledge of best practices in board governance by attending and/or participating in board-relevant development opportunities.
12. Collaborates with the Chancellor's Senior Executive Assistant, building a strong effective team in the Chancellor's Office.
13. Acts as the Executive Assistant to the Chancellor in his/her absence.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff, and overseeing their productivity, and signing employee(s)

performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

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.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

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

- Bachelor's degree in a related area required
- Three (3) to Three (5) years of related experience providing technology general office support required.
- Five (5) to Eight (8) years of related experience providing technology general office support required.
- 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 remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's