

DESERT COMMUNITY COLLEGE DISTRICT

CHIEF OF STAFF

POSITION DESCRIPTION

Under the direction of the Superintendent/President (President), provides executive-level leadership and support for the operations of the Superintendent/President's Office; plans, organizes, directs, and monitors activities and functions as assigned; serves as a senior advisor to the President on a wide range of administrative, operational, and strategic matters; coordinates and facilitates the execution of Districtwide initiatives and priorities; oversees executive-level communications and supports government, community, and public relations efforts; and addresses issues, concerns, and requests on behalf of the President.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Superintendent/President or designee. Exercises supervision over assigned personnel.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS

The duties listed are intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification.

The following duties are representative of the essential functions of this position:

1. Provide executive leadership and oversight of assigned areas; plan, organize, direct, implement, and evaluate programs, services, operations, and budgets to ensure efficient and effective use of District resources and alignment with institutional goals.
2. Serve as a strategic partner to the Superintendent/President and Executive Leadership Team; lead and coordinate initiatives that advance the District's mission, vision, and strategic plan, ensuring alignment and progress on key institutional priorities.
3. Act as a primary liaison for the Superintendent/President's Office; represent the President with internal and external constituencies, including the Governing Board, employees, students, and community stakeholders, and accurately convey positions and priorities.
4. Oversee and contribute to executive-level communications, including speeches, presentations, reports, briefings, correspondence, and responses to complex, sensitive, or high-profile issues.
5. Advise and support the Superintendent/President on operational, administrative, and institutional matters; manage complex issues and ensure efficient day-to-day operations of the President's Office.
6. Coordinate and integrate the work of the Executive Leadership Team; facilitate communication, elevate critical issues, and ensure timely decision-making and follow-through on District priorities.
7. Support the Superintendent/President in evaluating and developing organizational structures, staffing models, and operational frameworks to achieve District goals.
8. Provide policy analysis and strategic consultation to the Superintendent/President and senior administration on complex issues affecting the College District.
9. Support staff in facilitating the Strategic Communications Plan.

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10. Coordinate the President's daily calendar to ensure efficient and effective use of time. Includes delegation of some tasks to other executive team members as required.
11. Prepare and review analytical reports and briefings to support executive decision-making and advance institutional priorities.

Other Duties:

12. Support legislative and government relations activities, including coordination of advocacy efforts, tracking legislation, and assisting with related initiatives as assigned.
13. Assist with crisis and emergency communications, including supporting messaging and serving as a District spokesperson when designated.
14. Participate in committees, task forces, and special projects as assigned by the Superintendent/President.
15. Provide backup support to executive leadership functions during peak periods or in the absence of key personnel.
16. Attend, support, and represent the Superintendent/President's Office at District events, ceremonies, and community engagements on an as-needed basis.
17. Assist with ensuring compliance with applicable federal, state, and District policies and procedures in support of the Superintendent/President's Office.
18. Perform special projects and other related duties as assigned that are consistent with the scope and level of the position.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational characteristics, services, and functions of a Superintendent/President's Office within a California community college district.
- Organizational structure, governance, and administrative processes of public higher education, including community college systems.
- Principles and practices of strategic planning, organizational development, and institutional effectiveness.
- Applicable federal, state, and local laws, regulations, and policies affecting community colleges, including California Code of Regulations Title 5 and shared governance principles.
- District policies, Board of Trustees processes, and executive-level administrative practices.
- Principles of public administration, policy analysis, and governmental relations.
- Budget development, resource allocation, and operational planning.
- Effective communication strategies, including preparation of executive-level correspondence, reports, and presentations.
- Relevant business and communication technologies.
- Cultural competency and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

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Ability to:

- Establish and maintain effective working relationships with diverse internal and external stakeholders, including faculty, staff, students, executive leadership, Governing Board members, appointed or elected officials, and community partners.
- Provide strategic leadership and consultation to executive administration on complex organizational, operational, and policy issues.
- Analyze complex information, evaluate alternatives, and make sound recommendations in support of executive decision-making.
- Communicate clearly, concisely, and professionally in both written and oral formats, including preparing executive-level reports, briefings, and presentations.
- Coordinate and manage multiple high-level initiatives simultaneously while meeting deadlines and adapting to changing priorities.
- Exercise independent judgment, discretion, and political acumen in handling sensitive and confidential matters.
- Facilitate collaboration, problem-solving, and decision-making across departments and functional areas.
- Interpret, apply, and ensure compliance with applicable laws, regulations, and District policies.
- Lead, supervise, train, and evaluate staff effectively, including setting expectations and fostering professional development.
- Build and sustain partnerships with internal and external constituencies to advance District priorities.
- Support and implement strategic initiatives that align with the District's mission, vision, and goals.
- Monitor and assess issues, including legislative or policy developments, that may impact the College District.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination equivalent to:

- A master's degree from an accredited institution in public administration, business administration, higher education, organizational leadership, or a closely related field; and
- Five (5) years of progressively responsible management or administrative experience, preferably in a public sector or higher education environment, including experience supporting executive leadership, strategic planning, policy analysis, or organizational operations.

OR

- A bachelor's degree from an accredited institution in a related field; and
- Seven (7) years of progressively responsible management or administrative experience as described above.

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WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Classified Supervisor

Leadership Salary Schedule: Range 13

Personnel Management Committee Review: May 7, 2026

Board Approved: May 15, 2026