

November 2021

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION:** EDUCATIONAL ADMINISTRATOR

**CLASS TITLE:** Vice President, Special Assistant to the President

**SALARY TABLE:** 30

**SALARY RANGE:** 170

### **BASIC FUNCTION:**

The Special Assistant to the President is an executive level position that provides ongoing, direct and advisory support to the Superintendent/President and contributes to college wide initiatives. The Special Assistant will promote and lead strategic and operational priorities related to all functional areas of the District that address college wide initiatives and challenges; and will interface and collaborate with the District's internal and external stakeholders. The Special Assistant leads and participates on assigned councils and committees, and provides guidance, direction and participation with policy formation and recommendations in accordance with applicable laws and regulations that align with the core principles of the district.

### **REPRESENTATIVE DUTIES**

#### **ESSENTIAL DUTIES:**

Assist with the development, management, and coordination of College-wide projects and initiatives, as assigned by the president.

Using an equity lens, develop and manage operational strategies to advance the District's mission and strategic agenda; establish and implement short- and long-range goals, objectives, policies, and operating procedures for the College.

Work collaboratively and closely with senior staff, area leaders and departments to help enhance efficiency and effectiveness.

Establish, foster and maintain successful relationships with others; lead by example in matters related to diversity, equity, and inclusion.

Provide equity focused, student centered leadership throughout districtwide assignments.

Coordinate the collection and facilitation of information on assigned projects for presentations, meetings, conferences, and board meetings.

Collaborate with designated faculty, classified, management, students, and community members to ensure participatory governance components are supported in institutional and strategic planning processes.

**OTHER DUTIES:** Perform related duties as assigned.

November 2021

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Effective written, oral and interpersonal communications to multiple and different audiences

Advanced techniques for reconciling divergent viewpoints;

Resolving complex problems;

Planning and managing complex projects and initiatives

Knowledge of and the ability to understand, interpret and apply relevant laws and codes;

Knowledge of budget administration, contract management and project management principles;

### **ABILITY TO:**

Work cooperatively and collegially with others;

Think analytically, creatively, strategically and to have a big picture perspective;

Maintain a high level of discretion when working with confidential information and demonstrate sophisticated political savvy;

Successfully manage relationships and projects;

Demonstrate exceptional communications skill sets.

Personal qualities to work effectively and sensitively in a multicultural environment.

### **MINIMUM EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: master's degree and one-year increasingly responsible experience working with instructional or student support programs or projects.
  - Master's degree from an accredited institution
  - Two years of formal training, internship or leadership experience reasonably related to the administrative assignment will be considered if academic leadership experience is not at the level of dean.
  
- Demonstrated commitment to equity-focused leadership, responsiveness, and sensitivity to and appreciation of the diverse socio-economic, academic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

### **PREFERRED EXPERIENCE/KNOWLEDGE**

Minimum five years of experience in budget and project management

Experience within a community college environment

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Office environment.

Frequent interruptions.

November 2021

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Regular operation of a computer keyboard and other standard office equipment.

Reading a variety of materials.

Ability to remain in a stationary position (sitting or standing) for extended periods of time.

Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, Board and community members.

Hearing and speaking to exchange information.

Bending at the waist, kneeling, or crouching.

Mobility to reach various campus locations.

Reaching overhead, above the shoulders, and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

**Board Approved:** November 18, 2021