

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER, PRESIDENT'S OFFICE AND BOARD OPERATIONS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provides specialized service and support to the President, Governmental Relations Director and District Board of Trustees; ensures progress on college-wide initiatives and manages the daily operations of the President's Office; serves as the initial point of contact for the President's Office; serves as the recording secretary for the District Board of Trustees.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required; or an equivalent combination of education and executive level experience may be substituted for the degree requirement. **Notary Preferred.**
2. Years of experience in field: Six years' full-time executive level support is required. Intermediate to advanced level experience with personal computers, specifically the utilization of all Microsoft Office (Word, Excel, PowerPoint and Outlook) and Adobe Professional products is required. One or more years' supervisory experience as a "lead" employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.
3. Special skills or abilities related to position:
 - Ability to effectively manage a senior executive office operation including the schedule, travel and budgets, professionally and confidentially.
 - Ability to communicate professionally and effectively, orally and in writing, with all constituencies; excellent interpersonal skills and leadership qualities.
 - High level of interpersonal skills and the ability to establish and maintain harmonious relationships with college administrators, employees, elected officials, community and business leaders, students, and the general public.
 - Ability to establish and meet deadlines; balance multiple responsibilities; work without daily direct supervision, quickly and under pressure.

- Ability to handle sensitive and confidential information with the highest degree of integrity and confidentiality.
- Ability to work independently and demonstrate good judgment with minimal supervision.
- Knowledge of Robert's Rules of Order.
- Exceptional organizational skills combined with a high degree of accuracy.
- Ability to respond quickly to changing priorities and emerging situations while maintaining professionalism and approachability.
- Ability to anticipate the President's needs and collect/prepare information.
- Ability to prepare speeches, memos, presentations, letters and marketing communications for the President.
- Project management and networking skills with strong ability to manage and work in teams and share responsibility when necessary.
- Ability to research and create complex projects with feedback and recommendations.
- Understanding of and a commitment to the mission of the College of Central Florida.
- Ability to maintain composure in stressful situations and always treat individuals with the ultimate respect.
- Excellent time management, prioritization, typing and grammatical skills and telephone etiquette.
- Intermediate to advanced proficiency with various Microsoft Office software required.
- A proven record in working successfully with diverse populations and a commitment to working in a multicultural environment.
- Ability to travel between campuses.

ESSENTIAL JOB FUNCTIONS:

1. Serves as the President's official liaison with the general public, community leaders, dignitaries, and officials from other colleges and universities as they communicate with the Office of the President.
2. Supervises and manages office support staff ensuring that a high level of professionalism is maintained at all times with Board members, community leaders, college administrators, employees, students, and other stakeholders.
3. Provides responsible administrative support to the President, District Board of Trustees, and Director of Governmental Relations, including preparing presentations, coordinating travel arrangements, and traveling with them as necessary.
4. Attends District Board of Trustees' meetings and workshops and provides professional administrative support, including:
 - a. Preparation of Board materials, including preparing agenda; and preparing and distributing Board packets for regular and special meetings and workshops.
 - b. Taking minutes by both speed writing and recording, and transcribing them for Board approval.
 - c. Keeping accurate minutes and indexes in legal Minute Book.
 - d. Maintaining supplemental minute records and warrant list in additional books.
 - e. Submitting the Report of Organization and President's Annual Evaluations to the Florida Community College Systems Chancellor as required.

- f. Attending regular and special meetings as required.
- g. Executing and distributing Board approved documents to appropriate departments of the College.
5. Maintains current knowledge of policies and procedures of the District Board of Trustees and State regulations governing the Florida College System, including Florida's Sunshine Laws.
6. Designs, sets-up, and maintains electronic and manual office files, records, and index of files. Follows State-mandated Regulations in the purging and destruction of records.
7. Plans and coordinates conferences, President's Cabinet meetings, and social functions with government officials, community leaders, Foundation and Presidents' Club members, donors and potential donors, students, and friends of the College for the President's Office as requested.
8. Serves as the President's and College's ombudsman when issues arise that involve students and the general public.
9. Prepares and maintains the budgets for the President's Office, District Board of Trustees, and Director of Governmental Relations, as well as, prepares all purchase order requisitions and reimbursements.
10. Prepares and maintains accurate payroll records. Maintains accurate account of vacation, sick and personal leave used by office personnel as required for monthly reports.
11. Reviews and processes letters of agreement, personnel applications, SPD applications, projects, contract/agreements, monthly in-district travel and other documents necessary for the President's approval or signature.
12. Manages and maintains the President's calendar by scheduling appointments and conferences.
13. Performs and monitors routine clerical duties such as drafting letters and memos, reviewing and distributing all incoming and outgoing correspondence, and maintaining records of items borrowed from the President's Office for campus use.
14. Maintains data bases of constituents, Trustees, Foundation Board, and others.
15. Coordinates volunteer activities of the District Board of Trustees.
16. Negotiates with food vendors and hotels for conferences, meetings, and events as necessary.
17. Enters the Strategic Plan for the President's Office in the appropriate software.
18. Prepares and notarizes agreements, Financial Disclosures for the President, and other documents submitted by the Board and/or staff members.
19. Performs other assigned professional duties as required by the President, Director of Governmental Relations and the District Board of Trustees.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENTAL CONDITIONS:

Works inside in an Office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Administration)

SUPERVISOR OF POSITION: College President