**Executive Director Job Description**

The Academic Senate is governed by the Executive Committee officers and members who are elected for limited terms from all 112 campuses and from the entire range of disciplines.

The Executive Director is a non-voting *ex-efficio* officer of the Academic Senate. The Executive Director carries out a variety of responsibilities in these key areas: chief administrator for the 501 (c) 6 nonprofit organization; policy advisor to the Senate officers, Executive Committee members, committees, and others; and chief of staff. Other duties include facilitating and coordinating the agendas and activities of the Executive Committee and plenary session, advocacy for the roles of the Senate and for resources necessary for it to excel in its shared-governance responsibilities granted to the Senate under Education Code, Title 5, and Board of Governors. The Executive Director works in a highly sensitive and political environment, as well as in an environment in which the faculty leadership and members change regularly.

|  |  |
| --- | --- |
| **Function** | **Duties** |
| Chief Administrator | * Provides leadership and continuity to the Senate, in support of the president, by using comprehensive understanding of the governance and structure of California community colleges and institutional memory to effectively navigate and manage multiple, highly sensitive, and politically competing priorities while cognizant of the varied needs of multiple constituencies. * Provides oversight of Senate-wide grants and projects while being cognizant of the perspectives and concerns of the president, committee members, delegates, and members. * Provides advice, background research, and other support to the president and vice president in their roles as representatives to the Board of Governors, Consultation Council, and other groups such as Intersegmental Committee of Academic Senates. * Facilitates problem-solving of issues that fall within the purview of the Senate. * Reviews all official Senate communications, specifically those to the president, and uses independent judgment in determining the appropriate response and/or course of action. * Reviews and edits written material submitted to the president for his/her signature. * Provides executive analysis to the president. * Advises the president on determining agendas for the Executive Committee and the Plenary Sessions, prioritizing agenda items. * Advises committee chairs on determining agendas, and prioritizing of agenda items. * Assist in the development and implementation of short- and long-term goals and strategic plans. * In coordination with the president, undertakes (or supervises) unique and sensitive projects. * In coordination with the Academic Senate Foundation Board of Directors, identifies and prioritizes prospective funding opportunities including grants, philanthropic organizations, and other nonprofit organizations. Assists in designing strategy and goals, and establishing and developing relationships with potential donors and grantors. * Develop and oversee the operations of the Senate Foundation. |
| Policy Advisor | * Provides leadership, consultation, and advice to the Senate committee chairs and staff on significant issues, proposed actions, policies, and procedures. * Identifies, analyzes, formulates, proposes, and drafts new and/or changes to existing policies, procedures, bylaws, regulations and any issues concerning the welfare of the Senate, drawing upon expert knowledge of the organization and the philosophy of the Senate, its bylaws, and its role in the CCC governance system. * Consults with appropriate groups and ensures appropriate consultation with the community college community on major policy issues, procedures, and Senate activities. * Conducts analysis of complex policy and issues. * Clarifying any issues related to the Senate bylaws and regulations, as well as the Senate’s mission. |
| Chief of Staff | * Provides leadership to achieving the Senate mission by directing staff and assisting the president and other faculty in identifying and engaging in activities that promote the development of major academic policies and recommendations. * Motivates those responsible for the development and implementation of policies, programs, services, etc., for the Senate including committees and staff, to ensure that the Senate’s work is accomplished; and monitor progress associated with these tasks. * Creates effective management systems and strategic planning activities for the overall administration of the Senate. * Assumes responsibility for all supervision and management of the staff (e.g., hiring, training, supervising, evaluating, corrective action, and dismissal of all staff) as well as establishing priorities, work rules, and office protocols for accomplishing the work of the Senate. * Provides independent oversight, analysis, planning, and management of all the Senate’s resources including fiscal, physical, equipment, computing, and web-based resources. * Ensures that information systems appropriately support the needs of the Senate. Identifies ways in which to use technology and information systems and oversees development and refinement of electronic methods for more efficient and cost-effective methods of communications. |
| Public Relations/Liaison | * Serves as the principal staff liaison between the Senate office and local senates as well as divisions within the Chancellor’s Office, the California State University, University of California, the community, and governmental members. * Assures the Senate and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders. |