

Qualifications – Minimum

The qualified candidate must possess a master's degree from an accredited institution, and have one (1) year of formal internship, or leadership experience reasonably related to the administrative assignment, or the equivalent.

Qualifications – Preferred

- At least three (3) to five (5) years of direct experience within a community affairs or public relations environment is preferred;
- The ability to work effectively as a member of the administrative team to realize the College's vision, mission, goals, and institutional learning outcomes;
- Excellent written and verbal communication skills in addition to excellent interpersonal skills dealing with all college constituencies and members of the public;
- Ability to effectively perform the duties and responsibilities of the position;
- Skill and ability to relate and work with people and systems from diverse cultures and bureaucracies;
- Skill and ability to reconcile divergent views of others;
- Work collegially, communicate openly & effectively.
- Evidence of and sensitivity to understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including people with physical and/or learning disabilities as these factors relate to differences in learning style.



Qualifications — Knowledge, Skills & Abilities

- Skill in writing, preparing and editing materials for press and/or media in coordination with the District Public Information Officer;
- Skill in identifying and attracting potential speakers and guests to the college;
- Skill to effectively execute projects in a timely manner;
- Knowledge of media relations;
- Ability to formulate plans from concept to implementation;
- Ability to supervise and manage staff;
- Ability to network with local and regional community leaders;
- Ability to organize, plan, and schedule public information materials and events;
- Demonstrated skills and ability to advocate for the district's programs and gain public support for those programs.

The Application Process

All applications must be complete and submitted online by 11:59 pm PT on Sept. 19, 2014 at https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp.

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position of Director, Community Relations;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

General Information

For information on benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: http://www.smc.edu/ACG/Documents/Board_Policy_Manual/BP_3000_Human_Resources.pdf

Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

For questions or assistance, contact:
Office of Human Resources
Tel: 310.434.4415
Hours: M-F 8:00am—5:00pm PT
www.smc.edu

Santa Monica College Position Announcement

Director, Community Relations

\$123,014—\$142,606

Applications accepted online
July 28 — September 19, 2014

Equal Employment Opportunity Employer



Changing Lives in the Global Community
through
Excellence in Education



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VISION



The Position - Director, Community Relations

Under the general direction of the Senior Director, Government Relations/Institutional Communications, the Director of Community Relations will direct and coordinate the College's internal and external community and public relations program and will implement and integrate events and activities to enhance Santa Monica College, its academic programs, and to achieve its strategic goals. The incumbent will be responsible for providing guidance, direction and participation with policy formulation recommendations in accordance with applicable laws and regulations.

Primary Duties & Responsibilities

- Plan, implement and manage an integrated and comprehensive community affairs programs which supports the District's public and community relations efforts;
- Provide public relations support for the SMC Board of Trustees and employees in matters relating to public appearances and media contact;
- Respond to requests for information from the media or designate an appropriate information source;
- Work in collaboration with District business and academic department programs;
- Coordinate special public events and programs to ensure a consistent and appropriate level of presentation;

Primary Duties & Responsibilities, cont.

- Promote enrichment of academic programs and disciplines through activities including management of SMC Associates, a community-based dues paying membership organization;
- Represent the College in community activities to enhance awareness and garner support for the College;
- Gather information to identify public needs and assess public satisfaction with the institution;
- Manage the membership and activities of the SMC General Advisory Board, an advisory community support group;
- Communicate effectively with administrators, faculty staff, students and members of the general public;
- Engage in participatory governance and administrative committees as assigned;
- Prepare relevant internal and external publications for production and release in collaboration with the District's Office of Marketing;
- Direct, monitor and review budget preparation;
- Maintain positive community relations and represent the college at community meetings & events;
- Serve as Ex-Officio member of SMC Foundation Board to enhance District communications;
- Supervise staff;
- Perform other duties as assigned.

The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

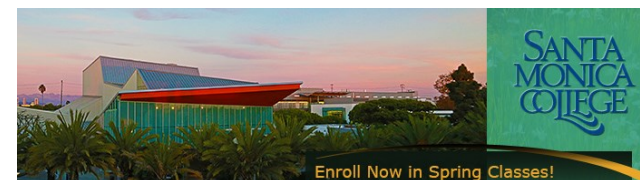
Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.