

CHANCELLOR

(Salary and non-mandated benefits are negotiated
Between the Chancellor and the Board of Trustees as a separate contract)

DEFINITION

As the District's Chief Executive Officer, to envision, plan, develop, organize, coordinate, direct, administer, monitor, control, review and evaluate all functions, programs, services and activities of the South Orange County Community College District which provides and supports educational opportunities for students, including administration, instruction and student services; provide executive direction and leadership to the District's academic and classified administrators and staff in all areas of administration, instruction, student services and other support services.

To serve as the inspirational leader for all administrative, academic and classified staff and to empower, motivate and mentor personnel in developing new approaches, methodology and concepts in the field of education; to exercise administrative control over the District as a whole through subordinate administrators and managers.

To plan, formulate, develop and implement short- and long-range goals and objectives in support of the educational and facilities master plan and consistent with the instructional needs of the community; to promote and develop partnerships, cooperative functions and effective relationships with community business leaders, related organizations and others involved in educational services and vocational training.

To maintain a broad perspective of all aspects of the District and work closely with the Board of Trustees to facilitate achievement of goals and objectives consistent with the District's educational and facilities master plan; to assure the innovative and cost-effective formulation, development and implementation of administrative, instructional and student services programs, systems, policies, standards and activities in compliance with a variety of federal, State, local and District laws, rules, regulations, policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and evaluation from the Board of Trustees.

Directs and evaluates the performance of the Vice Chancellor of Business Services, Vice Chancellor of Technology and Learning Services, Vice Chancellor of Human Resources, President of Saddleback College, President of Irvine Valley College, Associate Vice Chancellor of Economic Development, Director of Public Affairs and Marketing; Manager, Office of the Chancellor and Trustee Services and other positions reporting directly to the Chancellor.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Provide executive direction and leadership to the District's administrative, instructional and student services functions, programs, operations and activities; formulate, develop, implement and review a broad variety of policies, standards and outcomes to assure that students are afforded optimum opportunities to excel in academic and career technical fields of endeavor.

In an environment of shared governance, work closely with District and College administrators in establishing and achieving institutional goals in accordance with the District's educational and facilities master plan; direct the development of short- and long-range plans for all District functions in coordination with the leadership of major District entities, such as Saddleback College, Irvine Valley College including the Advanced Technology Education Park, and District Services.

Attend Board meetings and make oral presentations concerning all aspects of instructional and administrative activities; serve as leader of the District's leadership team; confer with College and District administrators regarding Board agenda items and management issues involving programs and services of the District, including

recommendations for new or revised policies and procedures; and assure that all Board policies, Administrative Regulations and legislative directives are carried out in all areas of the District.

Work closely with College administrators, managers and leaders of the Academic and Classified Senates with regard to developing, modifying and enhancing college curriculum; review and evaluate curricular recommendations and encourage expansion of the instructional program to meet the diverse needs of students, including new, transfer, re-entry and high school advanced placement students.

Represent the District to local, State and federal governmental bodies and agencies; solicit and obtain financial support and other resources for new and enhanced instructional programs and services; represent the District to the community including other educational institutions, business interests and service organizations.

Interact with leaders of the business and social communities of the District to identify and communicate emerging educational trends and alternative funding sources for the District; provide leadership to District and College personnel to envision and develop new concepts, funding, approaches, methodology and concepts in the field of education.

Assure compliance with all applicable laws, rules, regulations and restrictions related to instructional programs, student services, District operations and expenditure of District funds; assure that the highest legal and ethical standards are maintained and clearly communicated to District personnel, the Board of Trustees and the community.

Review and evaluate effectiveness of District organizational structure, personnel, functions, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; promote a climate which encourages staff development and formulation of clear job objectives.

Provide for staff participation in achieving established goals and objectives for assigned services; recommend operational changes in all areas as appropriate to increase efficiency, effectiveness and quality of all District services.

Direct the efforts and activities of District-wide committees, task forces and meetings; delegate responsibility to team leaders for representing the District's interests in the local community and at State and national meetings; review and evaluate information, factual summaries and recommendations from work groups and team leaders.

Review reports related to the District's financial position; assure that appropriate internal audits and budgetary controls are instituted and maintained; direct the timely and accurate preparation of enrollment and revenue projections and consolidation of all departmental budgets to facilitate attainment of the District's short- and long-range master plan.

Maintain frequent contact with legislators in order to remain current regarding new and pending legislation related to State and federally mandated instructional programs, funding and financial support, student services, and administration.

Assure optimum support services to students in all areas of student life, including maintenance of student records, academic and personal counseling, recreational and sports activities, health services, student government and other clubs and organizations, tutorial services, financial aid, and assistance programs for students with disabilities.

Train, guide, supervise, support and evaluate the performance of subordinates; delegate and review assignments and projects; establish and monitor timelines and prioritize work; establish clear expectations for effective performance; evaluate work products and results; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the District.

Assure the review, analysis and evaluation of pending legislation, legal mandates, regulations, and guidelines which may affect the District's programs, functions, and activities; assure the anticipation and identification of legal issues; and assure that administrators and managers are counseled in the development of strategies for resolution; confer with legal counsel as appropriate; maintain current knowledge of applicable laws, trends, policies, procedures and practices.

Perform related duties as assigned by the Board of Trustees.

QUALIFICATIONS

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

An earned master's degree from an accredited college or university in business or public administration or related field. An earned doctorate is highly preferred.

Experience:

At least five years of demonstrated administrative experience in directing major components of a multi-campus higher educational institution with a broad variety of instructional and student services programs, technology support services, resources and facilities, including at least three years experience at the level of Chief Executive Officer, Chancellor, Deputy Chancellor, Vice Chancellor, College President, Superintendent or Assistant Superintendent in a system of comparable complexity.

Other experience should include at least three years experience managing a multi-million dollar budget at the community college level, at least five years of full-time teaching and/or student services experience at the community college level, experience in contract negotiations and employee grievances at the community college level, experience in a shared governance environment at the community college level. Experience in business and/or industry is highly desirable.

Licenses and other Requirements:

A valid California driver's license is highly desirable.

Knowledge of:

Principles and practices of effective executive leadership.

Principles, theories, practices, methods and procedures of public administration specifically related to higher education.

Principles and practices of community college administration.

Principles and practices of training, supervision and performance evaluation.

Instructional program development and implementation at the community college level.

Contract negotiations and employee grievances at the community college level.

Shared governance at the community college level.

The role of community colleges in economic development.

Roles of developing technologies in learning and administration.

Local, State and federal laws, codes and regulations related to public and community college administration, including the California Education Code and the California Government Code.

Policies, objectives, procedures, organization, operations, guidelines, programs and services applicable to the administration of a multi-campus California Community College District.

Budget preparation, control and administration for a large, multi-faceted public organization.

Sound fiscal management policies as related to public institutions.
Progressive discipline procedures and documentation.
Trends in academic, vocational, community and contract education.
Local economic conditions, community leaders and service organizations.
Student enrollment trends and demographic statistics of the community.
Needs, interests and concerns of various groups of community college students.
Oral and written communication skills.
Public speaking techniques.
Interpersonal skills including tact, patience and diplomacy.
Current management information systems, functions, operations and equipment, including hardware and software applications.

Ability to:

Work productively with an elected seven-member Board of Trustees.
Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
Envision, plan, develop, organize, coordinate, direct, administer, monitor, control, review and evaluate all functions, programs, services and activities of the District including administration, instruction and student services.
Provide leadership and executive direction to administrators, managers, supervisors, faculty and support staff.
Delegate authority and responsibility to subordinates effectively.
Identify needs and priorities and make decisions in a climate of competing interests.
Develop and implement policy recommendations which will implement the District's master plan and other goals and objectives in accordance with local, State and federal laws and the needs of the college community.
Be politically astute and communicate effectively with local, State, and Federal legislators.
Confer with legislators, community business leaders and others regarding funding sources, cooperative instructional relationships, and other matters.
Demonstrate dynamic, well-organized and visionary leadership.
Build a sense of community within the District and establish viable linkages with external communities.
Develop and maintain a visible presence on the campuses and in the community.
Understand and implement mandated shared governance.
Create and maintain administrative and faculty environments that encourage and support innovation.
Assure the timely negotiation of all collective bargaining agreements as mandated for California Community Colleges.
Assure the development, approval and administration of a consolidated and balanced annual District budget according to legal timelines.
Be fiscally responsible, resourceful and creative in ways that will generate new revenue.
Communicate effectively with diverse constituencies within and outside the District.
Maintain rapport with faculty and staff of the District's colleges.
Review and analyze complex financial, statistical and narrative data regarding all aspects of the District.
Maintain current knowledge of the educational and vocational needs of the community.
Remain student oriented, listening to and caring about students' needs and concerns.
Listen intently and communicate effectively with others in an inspirational, open and responsive manner.
Establish and maintain a climate of trust and collegiality.
Work effectively with diverse populations, maximizing the benefits of diversity.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Select, train, lead, direct, supervise and evaluate the performance of subordinates effectively.
Communicate effectively, clearly and concisely, both orally and in writing.
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Prepare oral and written reports and recommendations.

Make effective public presentations.

Assure the preparation, maintenance and retention of all required District reports, files and data.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Exercise initiative and work independently with little or no direction from the Board of Trustees.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

Work Environment:

Duties are primarily performed in an office environment or in meetings at a District or community location. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executives, administrators, faculty, members of the Board of Trustees, community and State and federal leaders and the general public. Frequently must travel to other offices or locations to attend meetings and conduct work. Must attend afternoon or evening Board meetings.

Physical Demands:

Typically must sit for long periods, walk short distances on a regular basis, see clearly to read normal and fine print and operate computer keyboard, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person to exchange information and make presentations, use hands and fingers to operate an electronic keyboard or other office machines, travel to various locations to attend meetings and conduct work and lift, carry and/or move objects weighing up to 10 pounds. Must remember key information and concentrate for long periods of time.

This class specification was developed by Marlys Grodt, using information from SOCCCD's Chancellor's recruitment brochure dated 2001 and Grodt's experience and knowledge of this and similar community college positions. No substantive changes were made to this classification specification during the 2011 review.