



## **West Valley - Mission**

Community College District

### **Class Specification**

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#### **Vice President, Strategy and Equity**

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

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#### **Definition**

To provide leadership and strategic direction for the college's community needs, K-12 and university pathways, economic development infrastructure; to develop and implement student-centered processes that improve educational outcomes; to coordinate assigned activities with other divisions and external stakeholders; and to provide highly responsible and complex administrative support to the President.

#### **Supervision Received and Exercised**

Receives administrative direction from the President.

Exercises direct supervision over assigned management, supervisory, faculty, professional, technical and administrative support staff.

#### **Examples of Essential Duties**

Duties may include, but are not limited to, the following:

- Provide leadership and strategic direction for the college's community needs, K-12 and university pathways, economic development infrastructure. Areas of responsibility include but are not limited to the following: career support and education, dual enrollment and middle college, equity programming, identity centers, foundation liaison and corporate relations, international student services, outreach, president's circle and council, continuing education, strong workforce, and work experience.
- Develop and implement strategies for industry-aligned curriculum, training programs, and partnerships with local businesses to equip students with skills and training needed to meet the current workforce demands and support regional economic growth.
- Develop, plan and implement division goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.
- Work closely with the College President, Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services, and other Executive Leadership Team members, managers, and administrative staff to improve the college's effectiveness in meeting students' needs.
- Direct, oversee and participate in the development of the division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the division's budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.

- Select, train, motivate and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.
- Serve as a member of the president's leadership team; establish and achieve institutional goals in accordance with the college's educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the college's overall direction and priority.
- Serves as a liaison to the Foundation alongside the College President, assisting in the planning and development of foundation initiatives, scholarship programs, and strategies for financial growth through diverse revenue streams.
- Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

## **Minimum Qualifications**

### **Knowledge of**

- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Equity, inclusion, and social justice frameworks in higher education.
- Current and innovative trends in academic, career technical education, community and contract education, including non-traditional methods of instruction, and workforce development.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of program development, assessment, and institutional change.
- Pertinent local, state and federal laws, rules and regulations.

### **Ability to**

- Plan, direct and control the administration and operations of the division.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare and administer division budgets.
- Develop and implement policies and procedures that foster student success and workforce engagement.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules and regulations.
- Supervise, train and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

## **Experience and Education**

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

### **Experience**

Seven years of increasingly responsible experience in academic administration, including two years of senior level administrative and management responsibility.

### **Education**

Equivalent to a Master's degree from an accredited college or university, with major course work in education or a field related to specific area of assignment.

*EEO Category: Executive/Administrative/Managerial*

*Approved Date: February 19, 2025*