West Valley - Mission
Community College District

Class Specification

Chancellor

Executive Management Position (Exempt Status)
Executive Salary Schedule

Definition

Under direction of the Board of Trustees, envision, plan, organize, coordinate, direct, administer, review and evaluate the programs, services and activities of the entire community college district which provides and supports educational opportunities for students; 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; plan, formulate, develop and implement short- and long-range goals and objectives in support of the educational master plan and consistent with the instructional needs of the community; promote and develop partnerships, cooperative functions and effective relationships with community business leaders, related organizations and others involved in educational services and vocational training.

Maintain BROAD PERSPECTIVE of all aspects of the District and work closely with the Board to facilitate achievement of goals and objectives consistent with the District's educational master plan; 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; select, direct and evaluate the performance of the Vice Chancellor of Administration, the Presidents of West Valley College and Mission College, the Executive Director of the Economic Development Institute (EDI) and staff positions reporting directly to the Chancellor.

Distinguishing Characteristics

This is the District's highest-level executive position. The incumbent, who reports directly to the Board of Trustees, must have extensive demonstrated experience in managing major segments of an educational institution with a broad variety of instructional programs, resources and facilities. The Chancellor serves as the inspirational leader for all academic and classified staff and must have the ability to empower, motivate and mentor personnel in developing new approaches, methodology and concepts in the field of education. The Chancellor exercises administrative control over the District as a whole through subordinate administrators.

Examples of Essential Duties

(Listed examples may not include all tasks which may be found in the position assigned to this class.)

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide executive direction and leadership to the District's instructional, administrative, 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 vocational 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 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 Mission College, West Valley College, Economic Development Institute and Central Services.
- Attend Board meetings and make oral presentations concerning all aspects of instructional and administrative activities; serve as leader of the District's executive 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; assure that Board policies and legislative directives are carried out in all areas of the District.
- Work closely with College administrators and leaders of the Academic 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 organization, personnel, 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 or 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 federal community college district 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.
- Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the College and District.
- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field.
- Maintain effective public relations with the larger community.
- Assure smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts or grant agreements to the appropriate parties.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Participate in preparation of state and federal grant applications.
- Perform related duties as assigned.

Qualifications

Education and Experience

Any combination equivalent to: Master's degree in education, public administration or related field and at least six years of increasingly responsible experience in managing major segments of an educational institution, preferably including both instructional and administrative programs.

Knowledge of

- Principles, theories, practices, methods and procedures of public administration specifically related to higher education.
- Instructional program development and implementation at the community college level.
- Principles and practices of effective executive leadership.
- Sound fiscal management policies as related to public institutions.
- Local, State and federal laws governing a community college district.
- District organization, operations and objectives.
- Budget administration for a large, multi-faceted public organization.
- Programs and services of a community college district.
- 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.
- Principles of management, training and supervision.
- Interpersonal skills including tact, patience and diplomacy.
- Public speaking techniques.

Ability to

- Envision, plan, organize, direct, administer, review and evaluate all functions of the District including instruction, student services and administration.
- 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.
- Provide leadership and executive direction to administrators and staff.
- Confer with legislators, community business leaders and others regarding funding sources and cooperative instructional relationships.
- Communicate effectively with diverse constituencies within and outside the District.
- Delegate authority and responsibility to subordinates effectively.
- Review and analyze complex financial, statistical and narrative data regarding all aspect of District instruction and operations.
- Maintain current knowledge of the educational and vocational needs of the community.
- Train, supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.

License and Certificate

Possession of (or qualifications for) a California Administrative Officer Credential; a valid California driver's license.

Working Conditions

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 executive, management, faculty, members of the Board of Trustees, community and State leaders and the general public. Frequently must travel to other offices or locations to attend meetings and conduct work.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Typically must sit for long periods, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, reach with hands and arms, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must remember key information and concentrate for long periods of time.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms.

EEO Category: Executive/Administrative/Managerial

Board Approved: May 7, 1998

Conflict of Interest Language Added: September 14, 2004

Update Administrative Duties to include language regarding fraud and/or contract violations: March 6, 2008