

Deputy Chancellor

Kern Community College District

JOB DESCRIPTION

Definition

The Deputy Chancellor reports to the Chancellor or assigned supervisor and is senior educational administrator who serves as the Chancellor's lead executive responsible for the day-to-day operations of the District. In the absence of the Chancellor, the Deputy Chancellor serves as Acting Chancellor. The Deputy Chancellor reports directly to the District Chancellor and serves collaboratively as part of the Chancellor's Executive Cabinet.

Examples of Duties

1. Provide overall leadership and in district-wide student success programs, initiatives with the focus on meeting the Chancellor's Vision for Success goals and furthering the Governors Blueprint for Success.
2. Shall benchmark, organize, plan, review, coordinate, and evaluate district-wide enrollment, instructional and student services programs. It is expected that decisions are consistent with the Strategic Plan, California Education Code, Title 5, and Board policies.
3. Provide leadership for digital transformation and the use of web and digital tools—specifically data and technology—to deliver Student Success and Equity Targets, and Tactics.
4. Lead district-wide marketing, grants development, work-force development, and other programs to assist the Chancellor as required.
5. Supervision of allocated staff positions as authorized by the District.
6. Budget management as designated by the District.
7. Shall be assigned other related duties and responsibilities by the Chancellor.
8. Provides leadership for the District.
9. Serves as advisor to the Chancellor in all matters in the District.
10. Assumes major responsibility for negotiations and partnership development and represents the District in collective bargaining activities related to compensation, benefits, and areas requiring financial resources.
11. Initiates, pursues and supports the development of possibilities and partnerships, statewide initiatives, and grants.
12. Participates in Chancellor's Executive Cabinet, advises the Chancellor on policy matters, involving the programs and services of the District, including recommendations for new or revised policies and
13. Represents the District with the Community College Chancellor's Office, State Department of Finance, Community College League of California, Legislative Analyst's Office, elected officials and federal offices, and with private/public sectors regarding development, construction and/or partnerships activities.

14. Attends and/or chairs districtwide committees, task forces, and meetings; represents the District at local, State, or national meetings, serves as District representative on related committees, commissions, and organizations as
15. Represents the District through community contacts and membership in community and state organizations.
16. Maintains community partnerships and strategic collaborations between the district and the fire department, sheriff's department, city and county.
17. Reviews and recommends legislation which could benefit the District and its population/clientele; maintain liaison with appropriate government agencies and national
18. Supports innovation of new programs, emerging disciplines, and continuing education.
19. Advocates for equity and inclusion principles and practices for students and employees.
20. Provides administrative leadership to support the Chancellor by working with, administrators, faculty and staff to determine and clarify policy and emerging initiatives.
21. Organizes and meets with staff to plan, develop, and implement effective programs/support services in designated areas of
22. Maintains open communication with staff and the community to assure a free flow of ideas throughout the district.
23. Helps to inspire and create a climate and structure that encourages staff development in formulation of job objectives and provides for staff participation to achieve the goals and objectives for assigned
24. Reviews and evaluates the effectiveness of assigned personnel, programs, and services; assures the development and implementation of corrective action, improvements, or additional programs and services as
25. Assures the initial development of the impact of the processes and coordination between planning process in the District.
26. Provides leadership to develop professional staff development for all employees.
27. Defines and implements strategies to maximize the District's resources.
28. Performs other duties as assigned by the Chancellor.

Qualifications

Minimum:

- ◆ Master's degree or equivalent
- ◆ Five years of high-level administrative experience
- ◆ Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Qualifications (continued)

Desirable:

- ◆ Doctorate degree
- ◆ Presidential experience
- ◆ Experience in a multi-college district
- ◆ Classroom teaching experience

Status/Rationale

This is an educational administrator position. This position has direct responsibility for assisting in formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)