CLASS PURPOSE

The Chancellor of the Peralta Community College District is responsible for all operations of the district’s four colleges and assures that the colleges are administered in accordance with federal and California regulations and the policies adopted by the seven-member Board of Trustees. The Chancellor provides leadership and advocacy in keeping with the district’s mission of supporting student access and success.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of 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.

- Articulate a vision for the future of the Peralta District in a clear and compelling manner and inspire and direct staff to make the vision a reality
- Work in concert with the Peralta Board of Trustees to achieve defined financial goals and maintain financial stability through strong oversight, collaborative budget development and strict adherence to sound budget policy, procedures and timelines
- Develop alternative strategies and sources of funding to support the outstanding programs and services of the district
- Increase reliance on data-driven information in making informed decisions at all levels of governance
- Identify innovative opportunities for advancing the use of technology in the areas of teaching, learning, assessment, student services and administrative systems
- Respond to changing demographics within the community and ensure that district programs and services are comparable to, and reflective of, the current needs of the service area
- Aggressively advocate for the district with the state legislature, as well as local and federal governments and agencies
- Be responsible for ensuring that board policies, applicable bargaining agreements and state and federal education statutes are consistently adhered to in the district by holding accountable those responsible for their implementation
- Be committed to a district-wide curriculum that addresses civic engagement and justice issues
Job Description: Chancellor

- Recruit and retain talented and diverse faculty, staff and administrators who are reflective of the district’s service area and provide them with the opportunity to achieve high standards of performance and to succeed
- Advocate for maximum participation in activities and partnerships that will continue to strengthen the district’s image, reputation and community relations by developing or maintaining relationships with local educational, civic and business interests
- Foster mutual respect and democratic values, which have historically created a unique esprit de corps among the students, faculty and staff of the Peralta District
- Strengthen management systems for sound decision-making, effective policy implementation and equitable resource allocation among the district’s programs and services
- Provide leadership in the integration of the principles of environmental sustainability throughout all aspects of the district from our educational mission to the management of our physical plant and purchasing
- Appreciate and respect the rich diversity of cultures and perspectives present in the communities of the Peralta District, and provide leadership to achieve social class, racial and gender equity that promotes student success

Leadership/Management Characteristics and Expectations

- That at its core is based on ethical principles that value integrity, honesty, directness, humility and flexibility in all district matters
- That includes strong skills in recruiting and appointing outstanding staff, delegating to them responsibility for accomplishing the work of the district, and evaluating their performance in achieving clearly defined, measurable goals
- That is goal oriented, employs the specialized skills required to lead a complex organization such as a multi-college district, creates a culture of accountability and demonstrates the ability to analyze and implement appropriate responses to complex issues
- That demonstrates an appreciation of the unique mission of the comprehensive community college as a gateway to learning open to all residents of the district
- That demonstrates commitment to the collective bargaining process for all employee groups as mandated for the California Community Colleges
- That demonstrates success with fulfilling accreditation standards and compliance demands
- That demonstrates an ability to work productively with an elected seven-member Board of Trustees
- That demonstrates commitment to the integration of environmental sustainability throughout all aspects of prior work history
- That demonstrates a history of successful implementation of student equity and success initiatives
Additional leadership Qualities

- Honor and employ the district’s Planning and Budgeting Integration Model (PBIM), which is based on a shared/participatory system of governance that relies on transparency, open communication and listening in dealing with district employees, students, the community and the Board of Trustees
- Invite all college constituencies to join in creating a communal vision and shared governance process for carrying out the district strategic plan and the unique Educational Master Plans of each of the four colleges
- In addition to having experience with planning, development and the construction of educational facilities, demonstrate an understanding of and commitment to bond financing programs and their role in successfully fulfilling the district’s multi-year facilities master plan
- Enhance district success through strong financial and in-kind support for entrepreneurial programs, pursuit of grants and partnerships, and aggressive fundraising for the Peralta District Foundation
- Strengthen the Peralta name and the prestige and service of our four colleges through vigorous community involvement with local organizations, groups and activities

MINIMUM QUALIFICATIONS

- A Master’s Degree from an accredited institution or equivalent.
- Documented successful experience at the senior administrative level in a complex organization, preferably within a community college setting or another institution of higher education.
- Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, gender, sexual orientation, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Minimum of five years demonstrated experience as a successful senior administrator.
- Postsecondary teaching experience, preferably in community colleges.
- Experience in shared governance and demonstrated collective bargaining experience within a college environment.
- Knowledge of the role of community colleges in economic development.
- Earned Doctorate strongly preferred.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.
PHYSICAL ABILITIES

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. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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