

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

Deputy Chancellor and Chief Operating Officer

Annual Salary Range: \$169,950 – \$215,270

Job Code: 779

CLASS PURPOSE

The Deputy Chancellor and Chief Operating Officer reports to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Peralta Community College District. Serves as the Chancellor's primary strategic liaison with State Chancellor's Office. The administrative functional areas that report directly to the Deputy Chancellor include: General Services, Human Resources and Employee Relations, Finance and Administration, Information Technology, Risk Management, Internal Auditor and Police Services. Serves as the Acting Chancellor in the absence of the Chancellor and may, in these circumstances, report directly to the Board of Trustees.

Typical 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.

Finance and Business

- Serves as the Chief Financial Officer (CFO) for the District.
- Serves as principal management support to the Chancellor in handling a range of faculty, staff, student and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate.
- Monitors District expenditures to assure that fiscal activities comply with federal, state and local agency requirements; is responsible for all financial reporting requirements; administers District investment management activities. May coordinate special audits for all areas related to fiscal and business affairs.
- Coordinates and integrates the activities of the Chancellor's Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor.
- Recommends, designs, establishes and maintains an effective organizational structure and staffing to accomplish the organization's goals and objectives.
- Provides integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.

District Functional Area Oversight

- Exercises oversight and direction to various District functional areas, including; Finance, Facilities, Human Resources and Employee Relations, Information Technology, Police Services, Internal Audit and Risk Management.
- Oversees and directs the District-wide leadership and direction on facility planning activities including new construction, remodeling or renovation and implementation of facility planning guidelines and criteria.
- Exercises District-wide oversight and direction on Information Technology initiatives and implementations.
- Oversees all facets of the daily operations of the organizational unit, and develops findings and makes recommendations to the Chancellor to ensure compliance with all relevant laws, regulations, policies, and operating agreements.
- Coordinates information with the Office of General Counsel regarding District-related legal and compliance issues.

Leadership

- Coordinates District-wide special projects on behalf of the Chancellor utilizing honesty, integrity and good judgment to foster beneficial and innovative change within the District.
- Provides leadership in the collaboration of staff to facilitate planning sessions that will identify critical issues and problems, suggests and recommends options, develops consensus on appropriate alternatives, and works with staff to implement approved recommendations.
- Provides administrative leadership by working collaboratively with the Chancellor, administrators, faculty and staff to determine future priorities and administrative strategic directions.
- Makes calm, complex decisions in a rapidly changing environment, utilizing information that may be limited or ambiguous.
- Advises the Chancellor and senior management on effective ways to position the District with civic and business leadership, alumni, and regional elected representatives on issues that have a direct, strategic impact on the core initiatives.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.

Committee Participation and Oversight

- Participates with the Chancellor and other District leaders in institutional planning, policy development, and problem resolution.
- Acts as Chairperson for various District committees, including Planning and Budget Committee, Measure B Parcel Tax and Retirement Board.
- Provides oversight and direction to Citizens Bond Oversight Committee for Measure A and Measure B.

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Other Duties

- May manage the Board agenda development process and review Board agenda items for Chancellor approval.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Master's degree from an accredited college/university in business, accounting, finance, management or related field and five (5) years of related management experience; OR a Bachelor's degree from an accredited college/university in business, accounting, finance, management or related field and a certified public accountant's license and five (5) years of related management experience; OR a Bachelor's degree from an accredited college/university in business, accounting, finance, management or related field and seven (7) years of progressively responsible and relevant management experience in a large organization.
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Ability to represent the District on appropriate District, college, State and other committees in areas of responsibility.
- Ability to foster a sense of teamwork among colleagues, subordinates and superiors.
- Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in accounting, data analysis and strategic planning.
- The ability to lead and manage employees from a diverse background, levels of expertise and perspectives. Postsecondary teaching experience, preferably in community colleges.
- Knowledge of the role of community colleges in economic development.

PHYSICAL ABILITIES

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

Revised: April 17, 2014