

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

Deputy Chancellor and Chief Operating Officer (COO)

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

Job Code: 779

CLASS PURPOSE

The Deputy Chancellor & COO reports directly to the Chancellor and handles a wide range of matters of institutional importance on behalf of the Chancellor including management of staff, budgets, administration, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Peralta Community College District.

EXAMPLES OF ESSENTIAL DUTIES:

- Serves as principal management support to the Chancellor in handling a range of operational matters related to the district service centers, and faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate.
- Oversees all facets of the daily operations of the District, and develop findings and make recommendations to the Chancellor to ensure compliance with all relevant national, state, and local policies and regulations.
- 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 leadership in the collaboration of staff to facilitate planning sessions that will identify critical issues and problems, suggest and recommends options, develop consensus on appropriate alternatives, and works with staff to implement approved recommendations.
- Provides integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.
- 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.
- Participates with the Chancellor and other District leaders in institutional planning, policy development, and problem resolution.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree in Education, Public or Private Business Administration or related field from an accredited college or university, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
2. Five years of senior level management experience with a minimum of three years of experience in Higher Education.
3. Knowledge of California and federal laws and regulations for community colleges.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including email and the Internet.
5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constantly work with other individuals.

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.

Approved: November 21, 2013