

**Contra Costa Community College District
Classification Specification**



CHANCELLOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials & Administrators	Executive	Contract	07/01/16	Academic Administrator	1 of 2

DEFINITION: The Chancellor serves as the Chief Executive Officer of the District and reports directly to the Governing Board. The Chancellor, in collaboration with the College Presidents and other District leadership, is responsible for assessing, planning, organizing and evaluating the resources, programs, and services of the District to meet the educational needs of the students and the community.

As the educational administrative leader of the District, the Chancellor represents the District with community groups, business and industry, labor organizations, public school districts, the Chancellor's Office of the California Community Colleges, other community college districts, the University of California, California State University, private colleges and universities, city and county agencies, and the California legislature.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

The Chancellor, as the Chief Executive Officer of the District, is primarily responsible for the following:

Ensure fiscal stability and student access through the use of sound management, responsible allocation of resources, integration of educational and facilities master plans and the identification of alternative funding sources.

Provide leadership and support to expand revenue resources through fundraising including developing strategic partnerships with government agencies, public officials, and foundations.

Serve and support the Colleges to enable them to continue to be responsive to the unique needs of their students and communities through educational excellence and public service.

Expand partnerships with business, government, industry, community organizations, and educational institutions in order to respond to changing needs and to play a leadership role in the economic development of the community.

Advance goals of shared governance with an emphasis on consensus building, collegiality, open communication, and mutual respect among all constituents in the Colleges.

Provide strong leadership to resolve collective bargaining issues and address the growing cost of health care and retirement benefits.

Enhance the development of technology to meet the needs of students relative to academic and vocational/technical programs and support services.

Develop a District-wide strategic plan that incorporates each College's unique mission and educational plan, while integrating the District's educational and facilities master plans, the budget, enrollment management and mission.

Encourage diversity of administration, faculty and staff to reflect the community served by the District.

Lead the District as advisor to the Governing Board and provide oversight of the College Presidents and other direct staff reports.

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MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to establish a strong partnership with the Governing Board and create an atmosphere of mutual respect and open communication between the Board and all constituent groups.

Strong understanding of complex fiscal issues facing California Community Colleges and ability to create strategic plans, pursue government funding and alternative fiscal resources.

Demonstrated technical knowledge of fiscal management, long and short-term strategic planning, organizational development theory, strategic change management, human resources, facilities planning, informational systems management, community and legislative relations.

Knowledge of working in a collective-bargaining environment.

Demonstrated understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability and religious background of all students, faculty and staff.

Excellent leadership ability, exceptional interpersonal and communication skills. A collaborative management style that is consultative and inclusive.

Ability to work in a complex and large multi-college district with distinct organizational cultures and needs.

EDUCATION AND TRAINING:

A master's degree from an accredited institution is required. An earned doctorate degree from an accredited college or university is preferred.

Five years of significant experience in business, industry, education or government as a manager, at least three years of which were as a senior executive within a large and complex organization, preferably at a college or university.

Actions: Modified by the Governing Board on July 1991, July 1995. Amended 03/24/05, 07/01/16