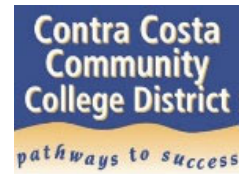




## Profile for Chancellor Recruitment Presented to the Governing Board on December 11, 2019



### Position Title

Chancellor, Contra Costa Community College District

### Initial Closing Date

Although the position is open until filled, to be considered in the initial review of applications all applicant materials must be received in the Contra Costa Community College District (District) Human Resources Office by 5:00pm on Tuesday, February 18, 2020.

### Diversity Statement

The Governing Board is committed to conducting an equitable, inclusive, and transparent national search that will attract a strong pool of outstanding candidates. The Governing Board is seeking an experienced and innovative educational leader that is passionate about the community college mission and serving the District's diverse students and communities. The new Chancellor will be committed to student equity, collaborative decision-making, and building upon the District colleges' reputation for excellence.

The District does not discriminate against any applicant for employment on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or sexual orientation. This prohibition against unlawful discrimination extends to any person who is perceived to have any of the above characteristics or who is associated with someone who has, or who is perceived to have, any of those characteristics.

### Position Description

The Chancellor serves as the Chief Executive Officer of the District and reports directly to the Governing Board. The Chancellor, at the direction of the Governing Board and 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. The Chancellor is further responsible for ensuring and communicating within the organization and the community the District's commitment to equity, student success, and open access.

### Examples of Duties and Essential Functions

The Chancellor, as the Chief Executive Officer of the District, is primarily responsible for the duties that follow.

- Ensures student success and access in a fiscally stable environment through the use of sound management, responsible allocation of resources, integration of strategic, educational and facilities master plans and the identification of alternative funding sources.
- Ensures the diversity of administration, faculty and staff to reflect the community served by the District, and champions equity in all operations of the District and its colleges.
- Works effectively with the Governing Board to ensure they are supported in their roles of policy development and oversight and effectively communicates on an ongoing basis the District's progress on fulfilling agreed-upon goals.

- Effectively communicates within the District the vision, mission and values of the organization and continually updates employees, students and the community on the progress in achieving that mission and vision and maintaining the organizational values.
- Advances shared governance with an emphasis on consensus building, collegiality, open communication, and mutual respect among all constituents in the Colleges.
- Serves and supports 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.
- Provides leadership and support to expand revenue resources through fundraising, including the development of strategic partnerships with government agencies, public officials, and foundations.
- Expands 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.
- Demonstrates a commitment to collective bargaining and provides strong leadership to resolve collective bargaining issues, and addresses the growing cost of health care and retirement benefits.
- Enhances the development of technology to meet the needs of students relative to academic and vocational/technical programs and support services, and to more effectively administer various business practices within the District.
- Implements the Districtwide *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.
- Provides leadership to and oversight of the College Presidents, Vice Chancellors and other direct staff reports.
- Leads the District with the utmost integrity, honesty and transparency and serves as a role model to students, staff and the community of ethical leadership.

### **Minimum Qualifications, Education and Experience**

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.

## **Desirable Knowledge, Skills and Abilities**

- Experience as a faculty member.
- Commitment to the relentless pursuit of student access and success, and service to the community.
- Ability to establish a strong partnership with the Governing Board and create an atmosphere of mutual respect and open communication between the Governing Board and all constituent groups.
- Demonstrated performance in advancing the 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.
- Strong understanding of complex fiscal issues facing California Community Colleges and ability to create and implement strategic plans, pursue government funding and alternative fiscal resources.
- Demonstrated written, interpersonal and formal communication skills.
- 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 and experience in working in a collective-bargaining environment.
- Knowledge of and experience in higher education accreditation, preferably in community colleges.
- Demonstrated leadership ability and exceptional interpersonal and communication skills. Demonstrates 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.
- Ability to manage crisis and emergency situations.