

**JOB TITLE:** Dean, Tahoe Truckee**PAY GRADE:** In accordance with the Educational Administrator Salary Schedule**LAST REVISED:** February 2005**DEFINITION**

Under administrative direction of the Vice President, Instruction Office, functions as educational leader and chief academic and operating office for the District's Tahoe Truckee Campus, to coordinate activities between the Campus, affiliated operations and the District, to serve as primary contact and District representative for community relations within the Tahoe-Truckee region, and to perform related work, as required.

**JOB CHARACTERISTICS**

The incumbent's primary objective is to serve as a member of the District's management team as primary administrator for the Tahoe Truckee Campus and other campuses, as assigned. Duties include assessing appropriate service-related community need, establishing the scope of curriculum and services, oversight of fiscal operations, and supervision and evaluation of faculty and staff, and participation in facilities planning, improvement, and construction projects.

**EXAMPLES OF FUNCTIONS AND TASKS:****Leadership**

Interact with instructional faculty from multiple disciplines, Workforce Development operational staff, and other support staff as the primary site administrator; understand and promote the role of the Campus as an essential element in the economic, cultural and social development of the region; provide academic, administrative, and fiscal leadership through the implementation of quality programs and activities in accordance with District plans, priorities and policies; encourage and maintain open lines of communication with staff and the community at large; remain visible and accessible to the community; participate in professional community based organizations; listen and be responsive to student needs and concerns; build and maintain relationships of trust and high integrity, approaching problem solving fairly and consistently and adhering to District Governance policies and processes; enhance employee morale and demonstrate appreciation for diversity; maintain adequate subject knowledge to effectively administer programs; provide site-specific input to facilities improvement projects.

**Curriculum Development**

**ESSENTIAL:** Oversee the administration of overall instructional programs at the Campus; maintain knowledge of community needs and legal aspects of educational administration relative to curriculum and instruction; in concert with area deans/directors assist in the facilitation of site specific curriculum and program development and review; articulate and coordinate with regional public, private and post-secondary educational entities; develop and manage outreach efforts to local high schools; assist with the development and implementation of non-credit programs designed to meet special local needs.

**Administration**

**ESSENTIAL:** Determine facility, staffing and equipment needs; coordinate and administer overall budget process for the site; prepare, review and manage site budget; prepare applications, claims, and reports to Federal and State agencies and other internal and external entities; research and evaluate sources of funding required to improve existing programs and to implement new programs; coordinate with various District organizational units regarding administrative and accounting/fiscal details required for government funded projects; conduct meetings; maintain active membership in appropriate professional organizations; interpret administrative related regulations and adhere to established policies; serve as a member of the District's management team; prepare and/or oversee preparation of correspondence, agenda items, statistical data, purchase orders, etc; serve on committees, responsible for site-related

tactical and strategic planning; participate in District-related planning activities; oversee the preparation and submission of the annual Program Assessment and Review for the Truckee Campus; administer and/or oversee all record keeping and inventory of site related elements.

**Personnel Management/Supervision**

**ESSENTIAL:** Anticipate staffing needs and plan for accordingly; screen, interview and select candidates for employment; Supervise and evaluate faculty and staff, including part-time employees; recruit, select and monitor the quality and productivity of contracted services; prepare and/or oversee the preparation of related documents; administer and adhere to collective bargaining agreements; **PERIPHERAL:** Maintain awareness of specific criteria and standards utilized in faculty evaluations; in concert with area deans, monitor faculty workloads.

**Community Relations**

**ESSENTIAL:** Maintain positive relations with the community at large; serve as a resource person and/or prepare and deliver oral and/or written presentations to community organizations and professional groups; maintain positive relations with area schools, business, industrial, trade and service interests; attend professional meetings and conferences; serve as a resource to District management and the local community in area(s) of expertise as requested; serve as an active member of at least one community based service club. **PERIPHERAL:** Participate in community affairs and groups, as feasible and appropriate.

**Student Activities**

**ESSENTIAL:** Participate in student activities and organizations, as appropriate and feasible; participate in graduation and other student ceremonies.

**MINIMUM QUALIFICATIONS****Licenses/Certifications:**

**Essential:** Incumbent must possess or be able to obtain prior to appointment to this position a valid California Class C or higher driver's license in order to accomplish official travel in a District or privately owned vehicle.

**Degrees/Experience:**

A Master's degree in any subject matter field, and, one year of experience related to the duties of the position.

**Knowledge of:**

**ESSENTIAL:** The role of the community college in a changing society; student-related issues; standards of academic quality and institutional integrity applicable to post-secondary educational institutions; fiscal affairs; developing technologies and their roles in higher education and administration; vocational and technical education, workforce retraining and skill enhancement programs; Equal Employment Opportunity (EEO)/Affirmative Action programs; concepts of shared governance, collaborative decision making processes, and team management techniques; budgeting processes and techniques; curriculum development processes and techniques; personnel management processes and techniques; collective bargaining practices, procedures and techniques; laws, regulations, and legislation relevant to community college instruction; faculty hiring and loading procedures; staff evaluation procedures; report writing methods

**PERIPHERAL:** Program approval processes; parliamentary procedure; labor market needs; proposal writing; grantsmanship; facility management techniques; audit procedures; statistics and data interpretation; research methods and testing techniques; required safety practices and emergency procedures; microcomputer operation and applications.

**Ability to:**

**ESSENTIAL:** Provide visionary educational leadership and managerial abilities, including excellent organizational and communication skills; promote comprehensive community college educational and other programs and services; encourage and maintain open lines of communication with all levels of staff; encourage free exchange of ideas; maintain visibility, accessibility, and student service orientation; build and maintain relationships of trust; approach problem solving fairly and consistently; maintain commitment to shared governance, collaborative decision making processes, and team management; support comprehensive staff development programs that respect the professional abilities of all staff, enhance staff morale, and are committed to enhancing diversity and creating a climate that values and appreciates diversity; utilize strong interpersonal skills to enhance a sense of community; work well with District personnel, and with business and community leaders; represent the District in the community at large; develop and manage a community college budget; maintain highest standard of personal integrity; communicate effectively orally and in writing; supervise staff, including instructional faculty; work interdependently; plan, organize, and supervise programs; conduct meetings; allocate time and delegate responsibility; use acceptable English language skills: grammar, spelling, punctuation, composition, interpretation, and comprehension; verbally communicate in English, including presentation, explanation, interpretation, listening and interviewing with individuals with physical, emotional, or educational and sociological backgrounds and individuals with physical, emotional, or educational disabilities in small groups and large groups; write legible, clear, concise, grammatically correct English, with technical accuracy in recording information and data received in written form and/or orally; read, comprehend, retain, and recall a variety of material in English, including numbers, basic and technical information, and printed or computerized materials; utilize patience, tact, and courtesy in dealing with students, staff, and the public; utilize listening and negotiating skills; organize and analyze information and relationships of data; formulate and synthesis recommendations; define problems and collect information; speak effectively in public; motivate students, faculty, staff, and others interested in public education; work under stress of meeting deadlines; coordinate group work efforts; set priorities; organize work and establish goals and objectives; use time effectively, administer collective bargaining agreements.

**PERIPHERAL:** Utilize a microcomputer for various applications, as appropriate.

**PHYSICAL SUITABILITY REQUIREMENTS:**

Incumbent must be able for function indoors in an office environment engaged in work of primarily a sedentary nature, to accomplish travel between District and other locations, and to perform the following, with or without reasonable accommodation: Constantly/Almost Constantly: Maintain cardiovascular fitness to ameliorate the effects of stress and fatigue; utilize hearing and speech for normal and telephonic conversation; utilize vision (near and far) to read printed materials, computer screens, and to observe work in progress; sit, to accomplish desk work. Frequently: Utilize manual and finger dexterity to type/keyboard and otherwise operate a microcomputer and other office equipment and to operate an automobile whole engaged in official travel; utilize vision (far) to drive an automobile while engaged in official travel; stand, to make presentation; walk, to move about office and campus environs; Operate a vehicle in snow and ice weather conditions; drive during evening hours.

**Educational Administrator Salary Schedule****FLSA exempt****Ineligible bargaining unit status****Classification III, Bloodborne Pathogens Exposure Control Program**