

JOB TITLE: Executive Dean, Nevada County Campus

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: 2008

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the President/Superintendent, serves as primary administrator and educational leader for the District's Nevada County Campus (NCC), including supervision and evaluation of NCC programs, curriculum and staff; coordinates activities between the NCC and the Rocklin Campus; serves as primary contact and District representative for community relations with NCC service users; promotes the role of the NCC to continue the District's tradition of excellence and innovation and to provide for a comprehensive community college and its role in total community development.

DISTINGUISHING CHARACTERISTICS

The incumbent's objective is to serve as a member of the District's management team as primary administrator for the NCC, which includes supervision and evaluation of overall NCC programs, curriculum, and staff. Incumbent is a member of the Executive Committee, works in close coordination with the District's Rocklin Campus Assistant Superintendent/Vice President for Educational Programs and Services and Assistant Superintendent/Vice President, Finance and Administration, and is expected to work at the Rocklin Campus approximately two workdays per week.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Leadership - Provides academic, administrative, and fiscal leadership through the implementation of quality programs and campus activities in accordance with District plans, priorities, and policies; interacts with instructional faculty from multiple disciplines and other NCC staff as the primary administrator, mentor, and educator; Supports a comprehensive staff development program, maintaining respect for the professional abilities of all staff to enhance employee morale and diversity and to create a climate that values and appreciates diversity; maintains adequate subject knowledge to effectively administer programs.

Curriculum Development - Oversees administration of overall instructional programs of NCC; maintains knowledge of community needs, laws and changes in laws affecting community college educational program service delivery; assists faculty and other staff in implementation of new NCC educational programs and services; consults with the instructional faculty regarding types of changes needed in curriculum; secures required approval for new or modified educational programs; articulates and coordinates with other post-secondary educational institutions, high school staffs and other parts of the community to inform them of educational opportunities at the NCC and other components of the District.

Administration - Coordinates and administers overall budget process for the NCC; prepares, review and manages NCC budgets; prepares and submits applications, claims and reports to Federal and State agencies and other internal and external entities; researches and evaluates sources of funding required to improve existing programs and to implement new programs; coordinates with various District organizational units regarding administrative and accounting/fiscal details required for Federally and State-supported projects; maintains active membership in appropriate professional organizations; interprets laws, regulations, and proposed legislation impacting NCC programs and services; serves as a member of the

District management team including the Executive Committee.

Personnel Management/Supervision - Anticipates and determines NCC staffing needs and coordinates requests for staffing to the District Staffing Committee; screens applications, and interviews and recommends staff for hire in accordance with established District employment processes; monitors faculty evaluation processes and evaluates faculty and other staff; prepares and/or oversees preparation of oral and written reports and documentation; administers provisions of District collective bargaining agreements.

Community Relations - Maintains positive relations with the community at large; serves as resource person and/or prepares and delivers oral and/or written presentations to community organizations and professional groups; maintains positive relations with area schools, businesses, and industrial and agricultural communities; participates in community affairs and groups, as feasible and appropriate.

Student Activities - Participates in student activities and organizations, including but not limited to graduation and other student ceremonies, as appropriate and feasible.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of a community college in a changing society.

Applicable student-related issues.

Standards of academic quality and institutional integrity applicable to post-secondary educational institutions including methods and techniques of curriculum development.

Concepts of shared governance, collaborative decision making processes, and team management 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.

Methods and techniques of faculty hiring and loading.

Principles of supervision, training, and performance evaluation.

Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Principles and procedures of record keeping and filing.

Methods and techniques of public relations.

Principles and practices of budget preparation and administration.

Principles and procedures of financial record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Provide visionary educational leadership and management.

Promote comprehensive community college educational and other programs and services.

Develop and administer college goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of assigned staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Work cooperatively with other departments, college officials, and outside agencies.
Effectively represent the NCC to outside individuals and agencies to accomplish the goals and objectives of the unit.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Respond to requests and inquiries from the general public.
Meet critical deadlines while working with frequent interruptions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Master's degree from an accredited college or university with major course work in any related field.

Experience:

At least one (1) year of experience related to the duties of the position in order to meet the California Education Code requirements for an Educational Administrator.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with regular travel between NCC and main campus to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.