

JOB TITLE: DEAN PLANNING, RESEARCH, AND RESOURCE DEVELOPMENT

PAY GRADE: EDUCATIONAL ADMINISTRATOR – N/A

LAST REVISED: APRIL 2013

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under the direction of the Vice President of Instruction, perform a variety of administrative duties that advance the College's mission, strategic goals, and Educational Master Plan in matters related to planning, institutional research, internal and external grant development, and staff development. Primary responsibilities include designing, organizing, coordinating, and implementing a comprehensive and integrated institutional research program and evidence-based institutional planning process that leads to assessment and college dialogue about institutional effectiveness and continuous improvement. The Dean is responsible for maintaining a grants information database; identifying grant funding opportunities; facilitating grant writing activities; maintaining official document files; coordinating program implementation and compliance; supervising reporting activities; and soliciting funds from a variety of sources. The Dean also supervises and supports comprehensive Research & Planning and Staff Development program that serve all faculty, managers and classified staff; and performs a variety of tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this job 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.

1. Designs, organizes, coordinates, and implements a comprehensive and integrated institutional research program and evidence-based institutional planning process that leads to assessment and college dialogue about institutional effectiveness and continuous improvement and addresses district, college, regional and state issues.
2. Manages and participates in the development and implementation of district strategic goals, strategies, policies, and priorities; recommends and administers policies and procedures; develops and implements accountability and compliance procedures and systems. Tracks, supports and facilitates the development and updating of all district planning documents.
3. Presents summary analytical reports regarding instructional and student services programs such as enrollment trends, program offering patterns, and student learning outcomes assessment results.
4. Provides support and leadership for student learning outcomes assessment and review.
5. Assists Accreditation Liaison Officer in planning and coordinating accreditation activities and assisting with compliance with accreditation standards and reporting requirements.
6. Acts as the primary college information resource for all grants. Includes responsibility for tracking and evaluation, compliance in record keeping, purchase of equipment, cost allocation, and

periodic reporting. Ensures accuracy, completeness, and timely submission of all proposals, interim, and final reports and Board reports relating to grant activities.

7. Develops a grant funding plan including identifying external funding sources and performing preliminary research to advance institutional goals outlined in the college's Strategic Plan. Maintains knowledge of, and interprets, funding regulations.
8. Develops content and trains others to research, write, and submit funding proposals.
9. Leads grant proposal development and project execution in collaboration with faculty and staff. Collaborates with staff, faculty, and community-based organizations regarding contract and/or grant agreements and program implementation.
10. Acts as liaison between grant program coordinators and the District Business Office and coordinates with the Foundation regarding overall resource development activities.
11. Provides leadership and coordination for new program development and contract education that addresses the needs of the community, businesses, and emerging industries.
12. Establishes Sierra College representation and partnerships with local/regional workforce development consortiums, trade associations, economic development agencies, and business/industry to identify emerging skills and hiring trends.
13. Supervises and supports comprehensive research & development and staff development programs that serve all faculty, managers and classified staff.
14. Solicits funds from a variety of sources, including local, state and federal funding agencies and corporate and private foundations on local and national levels.
15. Prepares annual reports in areas of responsibility.
16. Plans, assigns, reviews and evaluates the work of support staff within the areas of responsibility.
17. 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, services, and activities of research and planning – this includes advanced knowledge of statistical procedures and research methods including those related to sampling, projections, significance and distributions.

Principles and practices of program development and administration – this includes advanced knowledge of the theories, principles and practices associated with institutional planning, enrollment management, evaluation and research.

Accreditation standards – this includes in-depth knowledge of instructional services, student support services, accreditation standards and the process of accreditation.

Strategic planning and institutional effectiveness – this includes advanced knowledge of strategic planning and working knowledge of pertinent federal and state laws and regulations affecting college operations and functions.

Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations including California Community College Education Code.
State reporting systems and procedures.
Philosophy, objectives, and functions of California Community College system.
Grants development and administration to include research, proposal writing, grant supervision, monitoring, regulations, and reporting.
Economic research
Compiling data and prepare and present administrative, analytical and technical reports and recommendations.
Principles and procedures of record keeping and filing
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
Advanced oral and written communication skills. Interpersonal skills using tact, patience, and courtesy.

Ability to:

Collaborate with faculty in identifying opportunities for program improvement
Utilize computer technology to access data, maintain records, generate reports and communicate with others.
Develop and evaluate comprehensive plans to satisfy present and future college and community needs – this includes developing and implementing comprehensive research designs and methods within specific timelines.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Prepare clear and concise administrative and financial reports.
Provide leadership for institutional changes.
Work effectively in a team management environment.
Deal with conflict situations and to direct effective solutions. Conduct meetings and serve on a variety of boards and committees.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals – this includes the ability to analyze current and historical data to develop sound, logical conclusions and recommendations.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws, and regulations.
Work successfully with campus faculty and administrators as well as with representatives from business, industry, and educational organizations.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Ability to communicate effectively and constructively with persons of diverse cultures, languages, and abilities.

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 and Training:

A Master's Degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment in order to meet the California Education Code provisions for an Educational Administrator.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Additional experience is preferred in educational or institutional research; program administration or coordination; successful grant-writing; categorical funding management; and educational training.

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.

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.