

**CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: Executive Vice President

BOARD APPROVED: 2/22/2023

COMPENSATION: 3% stipend of Vice President's current
Contract Management salary step.

Distinguishing Characteristics

Under the general direction of the President/Superintendent, the Executive Vice President directly and indirectly assists the President/Superintendent by providing on-site day-to-day leadership of administrative and operational issues for the District in one of the four college departments (Academic Affairs, Business Services, Human Resources, or Student Services). The Executive Vice President works collaboratively with senior staff, employee constituent groups, students, community members, organizations, private and public service entities, and other internal and external constituent groups. The Executive Vice President is responsible for leading the facilitation and implementation of the District's strategic vision and Comprehensive Master Plan (Educational, Facilities, and Technology) and works collaboratively to ensure the objectives of these plans are met. The Executive Vice President is a member of the President/Superintendent's senior staff and provides guidance, direction, and participation with policy formation and recommendations in accordance with applicable laws and regulations, which have substantial districtwide impact.

Primary Duties and Responsibilities

- Provide direct assistance to the President/Superintendent on District-wide initiatives.
- Serves as Acting President in the absence of the President/Superintendent as assigned.
- Serves as the department head of Academic Affairs, Business Services, Human Resources, or Student Services.
- Assume overall responsibility for the leadership and administration of District's strategic planning associated with Accreditation, Construction Bond, Coordinating Committee, and District Planning and Budget. Responsibilities may also include leading the development of the District's Comprehensive Master Plan (Educational, Facilities, and Technology).
- Represents the President/Superintendent in resolving problems and conflicts within the District.
- Work effectively and collaboratively to maintain critical academic, business, and community relationships and links within and outside of the District.

Leadership Responsibilities

- Serve as the President/Superintendent's designee in college participatory governance processes as needed.

- Direct institutional planning, including strategic planning initiatives and the annual update of the Comprehensive Master Plan (Educational, Facilities, and Technology).
- Ensure appropriate coordination of educational programs and services to best meet the needs of students.
- Ensure that programs and services are delivered within appropriate fiscal, legal, and regulatory parameters.
- May assist with oversight of divisions, as needed and in the absence of a department head.
- Directly and indirectly supervise a number of employee groups which may range from but not limited to academic and classified managers, campus police, technology specialists, and classified staff.
- Communicate effectively with administrators, managers, faculty, staff, students and the general public.
- May serve as or work with assigned Accreditation Liaison Officer to ensure District compliance and completion of all Accreditation requirements and reporting.
- May assist with organizing and coordinating the activities of the senior administrative staff.
- Perform other administrative duties as assigned.

Qualifications- Minimum

Possess a Master's degree from an accredited college or university and have at least five (5) years of demonstrated leadership and administration experience in a public sector or higher education environment.

Evidence and sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Preferred Qualifications

- Six years of administrative experience at increasing levels of responsibility within an institution of higher education;
- Ability to communicate complex and detailed concepts effectively to all segments of the college community, including faculty, staff, students, Board of Trustees and to the general public.
- Ability to execute plans and change effectively.
- Ability to represent the District in communications with members of the communities served by the college and with local and state officials, to clearly articulate the District's mission, goals and objectives, and to make effective public presentations.
- At least three years of experience supervising personnel;
- Demonstrated knowledge and experience in consensus building;
- Demonstrated understanding of, or ability to quickly learn, the California Education Code, Administrative Code- Title 5, and other applicable laws and regulations;
- Demonstrated skill and ability in building trust among all constituencies in the District.

Skills, Knowledge and Abilities

- Ability to effectively perform the duties and responsibilities of the position.
- Demonstrated ability to analyze, evaluate, and recommend innovative changes to the college's strategic plans and development.
- The skill to plan and organize large, complex tasks and direct the work of District employees and staff members to implement those plans.
- Relate effectively with a wide diversity of students, faculty, staff, and community members and Board of Trustees.
- Work successfully in an atmosphere of collegial decision-making.
- Ability to build consensus.
- Demonstrate skill and ability to advocate for the District's programs and services.

Physical Abilities

This position requires the physical abilities to do the following with or without accommodations:

1. Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
2. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
3. The person in this position frequently communicates information and ideas with members of the on-campus, local, state and federal communities through various modalities. Must be able to exchange accurate information in these situations.
4. Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
5. Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
6. Work a flexible schedule including nights, weekends, and split schedules.

Working Conditions

Work is performed indoors where minimal safety considerations exist.