

SAN JACINTO COLLEGE
JOB DESCRIPTION
DATE: 04/10/17

TITLE: Chancellor

DEPARTMENT: Chancellor's Office

SECURITY SENSITIVE: Yes

FLSA STATUS¹: Exempt

SALARY GRADE: 56

FUNCTION: The Chancellor's primary responsibility is to serve as the chief executive officer of the San Jacinto Community College District (College). The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College's vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College's strategic direction and ensuring operations are consistent with the mission, vision, purpose, and core values and in compliance with state and federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

CURRENT INCUMBENT(S):

REPORTS TO: Board of Trustees

SUPERVISES: Deputy Chancellor and President
Vice Chancellor, Fiscal Affairs
Vice Chancellor, Human Resources
Vice Chancellor, Marketing, Public Relations, and Governmental Affairs
Vice Chancellor, Strategic Initiatives
Chief Information Officer
Executive Director, Advancement of San Jacinto College Foundation
Senior Executive Assistant to the Chancellor and Board of Trustees

¹ FLSA status and Salary Grade determined by the Human Resources department

MAJOR REPOSNSIBILITIES:

<u>Essential Job Functions</u> ²	<u>Frequency</u> <u>D, W, M, Q, A</u> ³	<u>%Time</u>
Serves as chief executive officer of the College with responsibility to the Board of Trustees for ensuring that the College's strategic direction and operations are consistent with its mission, vision, purpose and core values and in compliance with state and federal laws and regulations and accreditation guidelines;	D	20%
Acts as the chief professional advisor to the Board of Trustees in all matters pertaining to the educational and business policies of the College:	D	14%
Exercises appropriate control over all educational and business matters, including intercollegiate athletic programs, of the College and overall persons employed therein;	D	5%
Encourages innovation and spearheads the College's student success agenda;	D	5%
Encourages a student- and community-oriented climate consistent with the College's mission, vision, purpose and core values;	D	5%
Provides leadership to all employees of the College including the recommendation of such employees to the Board of Trustees for employment, as well as dismissal of such employees;	D	5%
Investigates the needs of facilities, technologies, and other resources requirements for the College and makes such recommendations to the Board of Trustees as will meet with these needs;	D	9%
Directs the strategic planning efforts of the College, including the development of the master plan, annual budget recommendations, and annual priorities toward meeting established strategic goals and achievement indicators in support of the College's mission and vision;	D	5%
Approves requisitions for purchases and expenditures for the operational and capital programs of the College within the limits of the budget approved by the Board of Trustees, or delegates this authority to another member of the administrative staff with approval from the Board of Trustees;	W	2%
Strengthens relationships and expands partnerships with taxpayers, business, industry, regional community members, and the general public;	D	12%

² All job functions MUST add up to 100%

³ D=daily, W=Weekly, M=monthly, Q=quarterly & A=annually

Assumes ultimate accountability for all fund raising activities at the College including those involving the San Jacinto College Foundation, and assists in raising funds for the support of the College and its programs.	D	4%
Develops and maintains collaborative relationships with faculty, administrators, staff, the Board of Trustees, students, alumni, and the College's multiple constituencies.	D	10%
Prepares for and attends all meetings of the Board of Trustees and its committees unless attendance is otherwise excused or absence is due to unavoidable emergency.	D	3%

Additional Job Functions:	Frequency	
	D, W, M, Q, A	%Time
Enhances academic quality through a comprehensive curriculum, development of new academic and administrative initiatives, and through the employment, professional development and retention of a well-qualified, diverse, student-oriented faculty, staff, and administrative team, while ensuring that criteria required for continued regional accreditation are maintained;	As needed	
Regularly provides information and reports to the members of the Board of Trustees regarding: <ul style="list-style-type: none"> ➤ current educational trends and the College's initiatives to maintain relevant, appropriate academic and workforce, and support programs and services ➤ proposed legislation and the potential impact on the College; 	M	
Recommends policies for consideration by the Board of Trustees;	M	
Implements College policies and ensures the development of appropriate guidelines, controls, and management practices that support educational excellence and achieve efficient and effective use of the College's resources.	D	
Directs and participates in initiatives to foster relationships and/or establish partnerships with legislators, local governmental officials and business leaders to enhance and strengthen programs and opportunities offered through the College;	D	
Ensures representation of the College at public events;	As needed	

Confers degrees and certificates recommended by the faculty and authorized by the Board of Trustees;	A	
Initiates resource development/enhancement strategies and reviews internal and external proposals related to funding from grants and contracts to enhance the College's academic and service programs;	As needed	
Ensures timely and accurate submission of state and federal reports as well as other required reports, such as regional accreditation reports.	A	
Serves as investment officer designee of the Board of Trustees.	D	

REQUIRED/MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Reputation as a leader with a vision for the future of higher education and community colleges;
- Record of actions reflecting concern for the success and well-being of students;
- Proven track record in negotiating strategic alliances and in working effectively with all aspects of both internal and external groups/constituencies;
- Ability to demonstrate consideration of others regardless of ethnicity, gender, age, disability or beliefs;
- Strong written and spoken communication skills with the ability to establish personal and professional credibility with both internal and external constituents;
- Broad knowledge of higher education policies, principles, organization, and fiscal responsibility;
- Ability to keep current on changes in teaching, technology, facilities, etc., and provide recommendations regarding the direction of the College's strategic plan;
- Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure;
- Ability to meet deadlines for assigned reports and projects;
- Ability to interview, select, train, supervise, and evaluate a diverse staff;
- Ability to provide feedback, support and encouragement to staff; and,
- Ability to perform all the essential functions of this job;

Education and Experience:

Required Education: Doctoral degree from a regionally accredited university or equivalent education and experience, as accepted by the Board of Trustees.

Preferred Education:

Required Experience: A minimum of five years executive-level administrative experience in higher education reporting to and working directly with its Board of Trustees.

Preferred Experience:

Licenses/Certifications:

Required Licenses/Certifications:

Preferred Licenses/Certifications:

Work Environment	<u>Frequency</u> D, W, M, Q, A
Ex. Exposure to potential dangerous materials	M

Physical Activity⁴:	<u>Frequency</u> D, W, M, Q, A
Ex. Lifting up to 50 pounds of force	D

⁴ Examples include: walking, running, sitting standing, etc. Lifting up to 10, 25, 50 or over 100 pounds of force.

Employee Signature

Date

Leader Signature

Date

For HR Use Only:

Position Number _____
Position Class _____
Position Ecls _____
Salary Table _____
Eskl Code _____

NOTE: This job description is not an employment agreement or contract. The Chancellor/Vice Chancellor/President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of SJC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.