

## EXECUTIVE DEAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M10	3/24/11	Academic Administrator	1 of 2

**DEFINITION:** Under general administrative direction of a college president, vice chancellor, chancellor, or other senior administrator, oversees major college-wide or Districtwide programs, projects or large off-campus centers. Manages and evaluates assigned managers, supervisors, faculty and staff, in conformance with appropriate policies and procedures.

**DISTINGUISHING CHARACTERISTICS:** The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers. A Senior Dean can have multiple major programs reporting to the position and may supervise assigned managers. Lower level managers oversee the delivery of instructional, student, and/or support services programs within a defined area or divisions.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students.
- Provides effective leadership, management, and development of major college-wide or Districtwide educational programs, initiatives and projects, and associated training and staff development.
- May serve as the chief administrator for a large off-campus center.
- Assists in the hiring process of management, supervisors, faculty and classified staff at the college level.
- Manages assigned managers, faculty, classified and supervisory staff.
- Assists in the training of assigned managers, supervisory, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Assists in the evaluation of faculty.
- Administers assigned major program area budgets.
- Provides leadership for, assists and/or prepares instructional, student services and/or support program research, reports and program evaluations as needed.
- Manages and implements major regular and specially funded projects and programs.
- Develops and/or assists with the creation of policies, regulations, and procedures for managing assigned functional area's programs and services in accordance with college and District mission and goals.
- Facilitates grant applications for assigned major program areas, manages grants, and oversees the preparation of required reports.
- Serves on college and district committees as assigned.
- Organizes, manages and participates in the annual planning and budgeting process in cooperation with lower level managers, supervisors, faculty, and classified staff and in concert with college goals for assigned divisions and/or major program areas.
- Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances.
- Provides leadership for and assists with college or District program reviews.
- Assists in accreditation process.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with assigned staff and other managers to develop processes that are student friendly and supportive of student success.
- Manages and participates in the continued evaluation and improvement of the assigned functional area's programs and services.
- Actively participates in and supports college and District shared governance components and activities and other collaborative processes.
- Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in assigned areas.
- Assists in the development of partnerships with external agencies.
- Represents the college on College and Districtwide committees and task forces, as well as to



**EXECUTIVE DEAN**

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- community groups, professional organizations, other colleges and K-12 schools.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities.
- Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on assigned functional area's services and programs, and oversee compliance and reporting strategies.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Computer-based technology for management of assigned functional area's programs and services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

**Ability To:** Organize, implement and direct complex management activities in assigned major functional areas of a college's educational program; make appropriate judgments and decision weighing the relative costs and benefits of potential actions; perceive when important changes are needed in the delivery of services or in the management of programs; effectively communicate orally and in writing; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college and the assigned major program areas; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Earned master's degree or equivalent from an accredited college or university.

**Experience:** Equivalent to at least four years of full-time management experience overseeing instructional, student or support services programs in an institution of higher education.

**License/Certification:** Ability to obtain a valid Class C California Driver's License.

**Desirable Qualifications:** Depending on the vacancy, additional job-specific desirable qualifications may be requested with the approval of the Human Resources Department.

**Actions:** Newly created classification adopted by the Governing Board on 10/24/01.  
Revised 3/23/11.