Community colleges have a significant role in transforming the lives of thousands of students through the dedication of higher education professionals, policy advocates and administrators. The nine colleges of the Los Angeles Community College District (LACCD) colleges provide some of the most affordable, accessible and high-quality education and workforce training available anywhere in the country.

The District is searching for a Deputy Chancellor with a passion to help lead a large, complex organization in service to students who reflect the rich tapestry, history and future of the greater Los Angeles County region. LACCD’s educators and staff provide transformative educational opportunities for the social and economic mobility of students and, in turn, our communities – an impact that can last for generations.
The Position

The Deputy Chancellor reports to the Chancellor and is the senior academic administrator who serves as the Chancellor’s lead executive responsible for the day-to-day operations of the District. In the absence of the Chancellor, the Deputy Chancellor serves as Acting Chancellor and often interacts with the District’s elected Board of Trustees.

The candidate must have strong administrative and enrollment management experience. The successful candidate will also have strong grounding in all aspects of academic and student services programs and a thorough understanding of the primary mission of both a community college and a community college district, which includes transfer and career education, workforce development, as well as basic skills preparation, adult education and community service programs.

The candidate must be an astute and experienced administrator with a demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, grants administration, philanthropy and fundraising, and legislation.

The following units within the District’s organization currently report to the Deputy Chancellor: Educational Programs and Institutional Effectiveness; Workforce and Resource Development; Communications and External Relations; Internal Audit and District Safety and Emergency Services. The Deputy Chancellor also serves as the lead administrator to the Los Angeles County Sheriff’s Department Community College Bureau, which provides law enforcement and public safety response to the District’s nine colleges and other District facilities.

Desirable Qualifications

- At least five years of successful full-time experience as an administrator (college president, CEO or equivalent) in accredited institutions of higher education.
- Experience working with complex budgets; shared governance and collective bargaining environments.
- Teaching experience is desirable and excellent communication skills are essential.
- Experience working with populations (faculty, staff, students, and community) of diverse ethnic, linguistic, and socioeconomic backgrounds.
- A results-oriented collaborator, who promotes a culture of inquiry, innovation and evidence, and aligns plans and implementation efforts to measurable objectives.
- Experience in California public higher education, including knowledge of state and federal governance and the political process, and knowledge of accreditation standards.
- Earned doctorate from an accredited institution.

Minimum Qualifications

- A master’s degree or advanced degree of at least equivalent standard from an accredited college or university.
- Two years of successful full-time experience in a senior leadership position in education, business, industry or government, preferably as a college or university administrator.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District’s faculty, staff and students.

Deadline to Submit Applications:

April 3, 2020
Required Knowledge, Skills, Ability:
To be successful in the position, the Deputy Chancellor must have:

1. Knowledge, experience and full understanding of the higher education landscape, the role of an urban community college and the dynamics within the multi-cultural communities it serves.
2. A commitment to and relevant experience in advancing diversity, equity and inclusion policies, practices and programs.
3. Knowledge and experience in developing, implementing and maintaining effective business and administrative systems in an institution of higher education, including: budget development and administration; employment and personnel services; computing, communications and information management; technology, and facilities and property management.
4. Knowledge and experience in developing and implementing effective enrollment management plans, preferably in a multi-college environment.
5. Experience in academic management, college finance and personnel, including enrollment management, preferably at the level of college president, senior executive or equivalent.
6. Knowledge of applicable business and financial policies, and regulations and practices at community colleges, including California’s community colleges.
7. Knowledge of applicable laws, rules and regulations governing the California Community College System, as well as educational policy issues facing community colleges such as Guided Pathways, Dual Enrollment, baccalaureate degrees, the new Student-Centered Funding Formula and AB 705 implementation.
8. Influence and resourcefulness to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations, and employers. These partnerships will focus on helping large numbers of students, including those from historically underserved and low-income populations.
9. Demonstrated ability to analyze and, where necessary, improve the internal procedures and flow of work within the administrative units of a district; coordinate the development of appropriate documentation regarding district business practices and procedures; develop and implement effective communication practices and protocols.
10. Demonstrated skill as a supervisor, including the ability to set goals. Exercise good team building and coaching skills as a supervisor; identify the knowledge and skills needed by staff to be successful, and provide for on-going training and development.
11. Demonstrated skill as an effective writer and speaker.

Salary
The annual salary will be negotiated at the time of the offer of employment. Employee benefits include 15.5 paid holidays and 24 days paid vacation annually, comprehensive medical/hospital, dental, and vision care plans, and a $50,000 group life insurance policy.
Timeline
To be considered in the first reading, applications must be submitted to the District by 4:30 p.m., Wednesday, April 3, 2020. The position is open and late applications may be accepted until the position is filled.

Filing an Application
To be considered for this position, applicants are required to complete the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments.

The application address is: https://laccd.csod.com/ats/careersite/JobDetails.aspx?site=6&id=839

Official transcripts will be required if selected for an interview.

Employment is contingent upon verification of qualifications. LACCD reserves the right to modify and/or withdraw this position at any time.

All applicants must submit the following:
1. A completed LACCD application.
2. A letter of interest of no more than 5 (five) pages addressing how your skills, education and experiences have prepared you to successfully meet the responsibilities of this position.
3. A current curriculum vitae/resume of professional experience, educational background and other pertinent information.
4. The names of eight (8) professional references with business and home telephone numbers, including two supervisors, two subordinates (including one support staff member), two faculty, and two community members.
5. Copies of transcript(s) (official transcripts will be required if selected for an interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the Commission on Teacher Credentialing: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

EEO NON-DISCRIMINATION NOTICE
It is the Los Angeles Community District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived ethnic group identification, race, color, naturalization, ancestry, religion, creed, sex (including gender-based sexual harassment), gender identity and expression, pregnancy, marital status, cancer-related medical condition of any employee, sexual orientation, age, physical or mental disability, or veteran status.

The Board of Trustees commits the District to vigorous EEO in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District strives to achieve a workforce that reflects the diversity of the state’s population and is welcoming to all persons from all other groups protected from discrimination to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

ADA NOTICE
Applicants and nominees who believe they are covered under the Americans with Disabilities Act (ADA) who require accommodation during any part of the interview or selection process must submit a written request with documentation at least three business days prior to the date of need of the accommodation.


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