

**THE BOARD OF TRUSTEES OF THE
LOS ANGELES COMMUNITY COLLEGE DISTRICT**

Invites Applications & Nominations for Interim Deputy Chancellor

THE POSITION

The Deputy Chancellor reports to Chancellor Francisco Rodriguez 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, serves as Acting Chancellor.

The successful candidate will have strong grounding in academic and student services programs and a thorough understanding of the primary mission of the community college, which includes transfer and career and technical education, workforce development, as well as basic skills preparation, adult education and community service programs. The candidate must thoroughly understand the higher education landscape, the role of an urban community college and the dynamics within the multi-cultural communities it serves. The candidate must have strong enrollment management experience.

The candidate must be an astute 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, and legislation.

DESIRABLE QUALIFICATIONS

- At least five years of successful full-time experience as an administrator (college president, or equivalent) in accredited institutions of higher education
- Experience working with complex budgets, 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 approach, who promotes a culture of inquiry 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.
- 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 district faculty, staff and students.

REQUIRED KNOWLEDGE, SKILLS, ABILITY:

To be successful in the position, the Deputy Chancellor must have:

1. Knowledge and experience in developing and implementing effective enrollment management plans, preferably in a multi-college environment.
2. Experience in academic management, college finance, and personnel, including enrollment management, preferably at the level of college president, senior executive or equivalent.
3. Knowledge of applicable business and financial policies, regulations and practices at the California Community Colleges.
4. Knowledge of applicable laws, rules and regulations governing the California Community Colleges, as well as policy issues facing the community colleges.
5. 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.
6. 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.
7. 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.
8. 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 the staff to be successful, and provide for on-going training and development.
9. Demonstrated skill as an effective writer and speaker.

Salary

The current salary is **\$274,425** annually. 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 by **5:00 p.m. on April 10, 2018**. The position is open and late applications may be accepted until the position is filled.

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 letter of interest of no more than six pages addressing how your skills, education and experiences have prepared you to successfully meet the responsibilities of this position.
2. A current curriculum vitae/resume of professional experience, educational background and other pertinent information.
3. 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.

Official transcripts will be required if selected for an interview.

All applications, confidential inquiries and/or nominations should be directed to our independent consultant:

Narcisa Polonio, Ed.D.
narsearches@gmail.com
(202) 276-1983

Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested.

Equal Employment Policy

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, and treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under-represented groups through the implementation of specific result oriented plans and procedures (Board Rule 101301).

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