



GENERIC POSITION DESCRIPTION

CHANCELLOR

An Executive Position (Exempt Status)
Salary Schedule 10 – Grade CL

A. General Statement

The Board of Trustees seeks an experienced leader that is responsible for all operations of the District and assures that the District is administered in accordance with the policies adopted by the Board of Trustees. The Chancellor of the District reports directly to a five-member Board of Trustees who are elected by county voters every four years and governs one of the largest two-year systems in California.

As Chief Executive Officer of the District, the Chancellor reports directly to the Board of Trustees and supervises the College Presidents, Vice Chancellors and other departmental staff. The next Chancellor will lead three colleges and a district office of engaged and enthusiastic faculty and staff who are committed to providing a culturally responsive environment that provides outstanding educational opportunities for all students.

The Board of Trustees and the position calls for an individual with a record of proven leadership skills combined with a passionate commitment to the [Mission](#) of the San Mateo County Community College District.

B. Desirable Characteristics

Committed to Student Access, Success, and Equity

1. A leader whose philosophical commitment to student access and success has been demonstrated through changes in institutional strategies and policies that resulted in improved student achievement.
2. A leader who effectively and sensitively connects the institutional strategy of achieving high levels of student achievement with the operations of administrative and academic units.
3. A student-centered educator who understands the complexity of credit, noncredit, and contract education programs and services; supports the comprehensive community college and understands the competing priorities of transfer, career technical, college-readiness skills, noncredit, and community education; and understands the role of technology as it relates to all areas of the institution and its application to teaching and learning.

Takes Strategic Risks

1. A leader who is willing to take significant data-informed risks and inspires changes in how everyone across the District thinks and acts to improve student outcomes.
2. A leader who is committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizing the District to improve results.

Builds Strong Teams

- A decisive and pragmatic leader with strong collaborative decision-making skills who will advocate for and apply the principles of collegial consultation to create a common commitment to and focus on students.
- A leader who is guided by ethics and honesty, is committed to transparency and inclusiveness in decision-making, and promotes the application of ethics across a large multi-campus District.
- A leader who promotes cohesiveness and respect among all District constituents, resolves controversial issues and problems in a timely manner using input from constituent groups, and who is sensitive to the effects of decisions on students and the campus communities.
- A consensus builder committed to faculty and staff diversity who uses and promotes an open, approachable management style that is inclusive, collaborative, and enthusiastic and who values and supports staff development, motivates employees, and acknowledges their contributions.
- An executive officer who understands and appreciates the role of the Board of Trustees and who is committed to maintaining a solid CEO/Trustee relationship.

Plans Lasting Internal Change

- A thoughtful leader who uses an integrated planning process to ensure that the District's four entities develop and implement master plans, strategic plans, and student equity plans that significantly improve student access and success.
- A leader who ensures that the culture of the District is built around the completion of valuable credentials for all students and continuous improvement in learning and growth for students, faculty, and staff.

Results-Oriented

- A leader who ensures that the District follows an integrated planning process that complies with accreditation standards by including effective implementation of plans, routine assessment of progress, and continuous data informed improvement.
- An educator with a results-oriented approach who promotes a culture of inquiry and evidence, leads the District to agreed-upon student outcomes, and aligns plans and implementation efforts to measurable objectives.

Communicates Effectively

- A visionary educational leader who possesses exceptional interpersonal, written, and oral communication skills and uses those skills to foster strong relationships; to develop shared priorities; and to identify and resolve problems with leadership; and who has a sense of humor.
- A leader who is politically proactive with proven advocacy skills and solid understanding of recent local, state, and national legislation that impacts community colleges.
- A leader whose communications and management style is effective in the District's multicultural/multilingual environment, a style that instills confidence and trust, and a style that has the effect of calming difficult situations.
- A leader who effectively engages with the District's internal and external stakeholders, strategically communicating in ways that advance student access and success.
- A leader who communicates with the Board in ways that ensure shared goals and a common understanding of the District's progress toward achieving the desired student outcomes.

Financial and Operational Ability

- A fiscally competent leader who will ensure the District's fiscal stability, securing sufficient resources to fund operations and providing adequate controls to prevent fiscal mismanagement.

- An astute administrator with a demonstrated understanding of the complex dynamics of a multi-campus district, including a collective bargaining environment, California community college finances, budgetary processes, construction programs, and federal and state programs and legislative issues as they affect California community colleges.
- A leader who aligns expenditures with strategies and provides prudent oversight for the completion of major capital facilities construction and renovation projects.

Entrepreneurial Fundraiser

- An entrepreneurial and effective fundraiser with demonstrated capacity to raise revenue and develop resources to support the District's programs and facilities.

Develops Effective External Partnerships

- A leader who uses the District's influence and resources 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. Those partnerships will focus on helping large numbers of students, including those from historically underserved populations.

C. Requirements

1. Possession of a Master's degree or above from an accredited institution or the equivalent
2. Minimum of five years of documented successful experience in progressively responsible positions at the senior level
3. Successful experience in a community college environment of participatory governance and collective bargaining or documentation of similar experience
4. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

D. Physical/Other Requirements

This classification requires the ability to operate a motor vehicle to travel to a variety of off-site locations; ability to exert 10 to 25 pounds of force to lift, carry, push, pull, or otherwise move objects weighing 35 pounds or less; manual dexterity sufficient for operation of office equipment, including keyboard, mouse, and phone; ability to hear and speak to communicate and provide information to others; and vision to read printed material and computer monitor in order to perform the essential functions.