

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Deputy Chancellor and Chief Operating Officer

Executive 2 Salary Range
Job Code: 779
FSLA Status: Exempt (Executive)

CLASS PURPOSE

The Deputy Chancellor and Chief Operating Officer reports to the Chancellor and manages a wide range of matters of institutional importance on behalf of the Chancellor, including management of staff, budgets, administration, policies, and procedures. Provides coordination and oversight in the development of defined core initiatives for the Peralta Community College District. Serves as the District's Chief Financial Officer and a strategic liaison with State Chancellor's Office. The administrative functional areas that report directly to the Deputy Chancellor include General Services, Finance and Administration, Information Technology, Risk Management, Internal Audits, and Public Safety. May manage the Board of Trustees (BOT) agenda development process and review BOT agenda items for Chancellor's approval. Performs other duties as assigned by the Chancellor. As directed by the Chancellor, may serve as the Acting Chancellor in the absence of the Chancellor and may, in these circumstances, report directly to the Board of Trustees.

Typical Duties

To perform this job successfully, an individual must be able to perform each essential duty/function of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

ESSENTIAL DUTIES/FUNCTIONS

Finance and Business

- Provides leadership and is ultimately responsible for the coordination, development and preparation of the District's annual budget; provides reports, statistical and financial data as required to provide budget status information and support budget development; provides budget assumptions and develops revenue projections.
- Monitors District expenditures to ensure that fiscal activities comply with federal, state, and local agency requirements; is responsible for all financial reporting requirements; administers District investment management activities. May coordinate special audits for all areas related to fiscal and business affairs.
- Develops and implements established core initiatives for the Office of the Chancellor.
- Recommends, designs, establishes, and maintains an effective organizational structure and staffing to accomplish the organization's goals and objectives.
- Provides integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.

District Functional Area Oversight

- Exercises oversight, integration, and direction to various District functional areas, including Finance, General Services, Information Technology, Public Safety, Internal Audit, and Risk Management.
- Oversees and directs the District-wide leadership and direction on facility planning activities, including new construction, remodeling or renovation, and implementation of facility planning guidelines and criteria.
- Exercises District-wide oversight and direction on Information Technology initiatives and implementations.
- Oversees all facets of the organizational units' daily operations, develops findings, and recommends to the Chancellor to ensure compliance with all relevant laws, regulations, policies, and operating agreements.
- Coordinates information with the legal counsel regarding District-related legal and compliance issues.

Leadership

- Serves as key management support to the Chancellor in handling a range of faculty, staff, student, and public affairs issues; directly handles matters of institutional importance on behalf of the Chancellor, as appropriate.
- Coordinates District-wide special projects on behalf of the Chancellor, utilizing honesty, integrity, and sound judgment to foster beneficial and innovative change within the District.
- Provides leadership in staff collaboration to facilitate planning sessions that will identify critical issues and problems; suggests and recommends options; develops consensus on appropriate alternatives; and works with staff to implement approved recommendations.
- Provides administrative leadership by working collaboratively with the Chancellor, administrators, faculty, staff, and students to determine future priorities and administrative strategic directions.
- Makes calm, complex decisions in a rapidly changing environment, utilizing information that may be limited or ambiguous.
- Advises the Chancellor and senior management on effective ways to position the District with civic and business leadership, alumni, and regional elected representatives on issues that have a direct, strategic impact on the core initiatives.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.

Committee Participation

- Participates with the Chancellor and other District leaders in institutional planning, policy development, and problem resolution.
- Serves as Chairperson for various District committees, including the Planning and Budgeting Council, Facilities, Measure B Parcel Tax
- Serves as a member of the Retirement Board.
- Provides oversight and direction to the Citizens Bond Oversight Committee for Measure A and Measure B.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to represent the District on appropriate District, college, State, and other committees in areas of responsibility.
- Ability to foster a sense of teamwork among colleagues, subordinates, and superiors.
- Ability to work effectively and demonstrate current knowledge of computers and specialized technology utilized in accounting, data analysis, and strategic planning.
- Ability to lead and manage employees from a diverse background, levels of expertise, and perspectives.
- Knowledge of the role of community colleges in economic development.

MINIMUM QUALIFICATIONS

- Master's degree from an accredited college/university in Public Administration, Business Administration, Finance or a closely related field, and five (5) years of progressively responsible and relevant management experience in an educational environment or large organization.
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.

DESIRABLE QUALIFICATIONS

- Possession of a Certified Public Accountant's License.
- Managerial Accounting Certification.
- Experience with facilities and physical plant management, public bidding specific to construction projects, and bond management.
- Administrative experience with Enterprise Resource Planning (ERP) application software, (e.g., Oracle/PeopleSoft Human Resources, Financials, and Student Administration systems) or related systems.
- Progressively responsible and relevant management experience in a California community college or other higher educational environment.

PHYSICAL ABILITIES

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about the District and the community. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

Revised: January 29, 2024