SEPAN DEAN

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<td>Exempt</td>
<td>Officials/Administrators</td>
<td>Management</td>
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<td>M9</td>
<td>3/24/11</td>
<td>Academic Administrator</td>
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**DEFINITION:** Under administrative direction of a college-level or District-level executive manager, oversees the work of lower level managers and/or major college instructional, student services and/or support programs. Manages and evaluates assigned managers, directors, supervisors, faculty and staff, in conformance with appropriate policies and procedures. Carries out complex projects and special programs.

**DISTINGUISHING CHARACTERISTICS:** A Senior Dean can have multiple major programs reporting to the position and may supervise assigned managers. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.

**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 year-round leadership, management, participation and development of major instructional, student services and/or support programs.
- Assists in the hiring process of management, faculty and classified staff.
- 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 in the instructional, student, and/or support services areas.
- Develops and/or assists with the creation of policies, regulations, and procedures for managing a college’s educational, student and/or support services programs in accordance with college and District mission and goals.
- Facilitates grant applications for assigned divisions or major program areas, manages grants, and prepares required reports.
- Serves as liaison with other college program areas and services advisory committees, individual students and student groups, and appropriate university, school and other off-campus and community groups.
- Serves on college and district committees as assigned.
- Organizes, manages and participates in the annual planning and budgeting process in cooperation with managers, supervisors, faculty, and classified staff and in concert with college goals for assigned divisions and/or major program areas.
- Manages the approved annual budget for assigned area.
- 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 area 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 areas’ instructional, student and/or support services programs.
- 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 coordination of area programs with those of other institutions and in the development of partnerships with external agencies.
SENIOR DEAN

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- Actively participates in and supports college and District shared governance components and activities and other collaborative processes.
- 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 instructional, student and/or support services program areas 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 divisions/areas and for instructional, student and/or support 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 such as word processing, spreadsheets, presentation programs and databases; report and presentation writing.

**Ability To:** Organize, implement and direct complex management activities in the areas of instructional, student and/or support services; 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 various software applications (i.e., word processing, spreadsheet, presentation programs and database management) including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college, the District, 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 three years of full-time management experience overseeing instructional, student and/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.
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**DEFINITION:** Under administrative direction of a higher-level manager, oversees division(s) or areas of a college or District instructional, student and/or support services operation. Manages and evaluates assigned managers, supervisors, department chairs, faculty and staff, in conformance with appropriate policies and procedures. Carries out complex projects and special programs.

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

**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 faculty, staff and students.
- Provides year-round leadership, management, participation and development of an instructional, student, and/or support services division’s day, evening, weekend, inter-session and summer programs.
- Assists in the hiring process of management, faculty and classified staff for assigned division or area and recommend personnel actions to supervisor.
- Assists in the training of assigned managers, supervisors, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Assists in the evaluation of faculty.
- Organizes and manages the operation of the assigned division or area office; coordinates and administers its budget.
- In collaboration with faculty, develops curriculum, supports a variety of methods of instruction, including computer-assisted instruction and distance learning, and ensures course and program articulations are kept current.
- With division faculty, staff, and other administrators, manages the preparation of the class schedules, catalogs, brochures and other printed or electronic materials for the assigned division(s).
- Facilitates grant applications for assigned division or area, manages grants, and prepares required reports.
- Serves as liaison to other college divisions, areas and services, advisory committees, individual students and student groups, and appropriate university, school and other off-campus and community groups.
- Serves on college and district committees as assigned.
- Organizes, manages and participates in the annual planning and budgeting process in cooperation with managers, supervisors, faculty and classified staff and in concert with college goals for assigned division or area.
- Manages the approved annual budget for assigned area.
- Accurately interprets applicable laws, regulations and collective bargaining contract provisions.
- Responds to and seeks resolution of complaints arising from division/area activities, including participating in the process of collective bargaining contract grievances.
- Provides leadership for and assists with departmental program reviews.
- Assists in accreditation process.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with area 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 area's instructional, student, and/or support services programs.
- Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in the area.
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- Assists in the coordination of area programs with those of other institutions and in the development of partnerships with external agencies.
- Actively participates in and supports college and District shared governance components and activities and other collaborative processes.
- 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 instructional or student services division or program area 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 divisions/areas and for instructional, student, and/or support 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:** Use organizational skills that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; 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 divisions or areas; exercise good judgment; 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 three years of full-time instructional, student, and/or support services experience in an institution of higher education. Equivalent to one year's experience in a lead role such as a department chair, etc.

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

**Desirable Qualifications:** For those assigned to an instructional division, teaching experience in one of the disciplines is desirable. 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 12/12/01. Revised 3/23/11.
DIRECTOR OF LIBRARY SERVICES
Diablo Valley College

DEFINITION

The Director of Library Services is responsible for all aspects of library operations including administration; budget preparation; supervision of staff; providing library and information resources that meet the instructional, institutional and individual needs of DVC students and faculty; and development and implementation of programs and services related to the operation of a technologically-advanced community college library.

RESPONSIBILITIES

Duties may include, but are not limited to, the following:

Under the general direction of the Dean of Instruction, the Director of Library Services organizes, administers, and evaluates library services and facilities in order to meet the needs of students, faculty, staff, and the community.

More specifically, the Director performs the following duties:

Interprets and implements administrative policies and practices to the library staff and communicates the needs of the library to the College administration; serves on appropriate college committees.

Prepares and administers the library budget and supervises the expenditure of library funds.

Within the limits of the budget and using established procedures, selects, trains, supervises, and evaluates library personnel to maintain effective library service.

Develops, directs, supervises, and evaluates library personnel to maintain effective library service.

Develops, directs, supervises, and evaluates library services for the college, including:
- Selection, acquisition, cataloging and processing of library materials
- Reference and library instruction services
- Orientation and staff development for faculty and staff
- Electronic resources services
- Center for Higher Education Library
- Library and Information Technology Certificate program
- Selection and ordering of supplies and equipment

Develops and maintains liaisons with Friends of the Diablo Valley College Library.

Develops statistical information to be kept to provide a clear picture of library activities, maintains adequate records to meet needs for internal analysis and management planning, and provides data for annual and special reports needed by college and government agencies.

Participates in District, area, regional, state, and national associations, conferences, and networks in order to expand awareness of new developments in library services that are pertinent to our library operations.

Develops and continually reevaluates a long-range plan for library services that expresses the educational philosophy of the college and fulfills the educational and informational needs of students and faculty.
REPORTING RELATIONSHIPS

The Director of Library Services reports to the Dean of Instruction. Positions directly responsible to the Director of Library Services are all DVC Librarians, Library Assistants, and the Library Assistant/Secretary.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science, Librarianship, or Library and Information Sciences
At least three (3) years of professional librarian experience in a college, university, or public library.
One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to
- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays. Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrates an ability to work a 40 hour work week.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.
(to Governing Board 9/25/96)