Position Description:
Under the direction of the Chancellor, the President of City College and Centers serves as the Chief Executive Officer of the college and educational leader. The President of City College and Centers provides executive-level vision, innovative academic leadership, direction, and advocacy for the College Campus and Centers. He/She is supportive of and participates in district participatory processes and is responsible and directly accountable for all college operations.

The President of City College and Centers provides leadership and supervision to the Vice President of Business and Facilities and to the Centers Deans. He/she will be responsible for day-to-day operations, including facilities management, budget management, and the implementation of the class schedule at the Ocean Campus and the Chinatown/North Beach Center, Downtown Center, Evans and Southeast Centers, John Adams and Civic Centers, and Mission Center. The President of City College and Centers is a visionary leader who understands and promotes the roles of the community colleges in a changing society and who will support the college’s tradition of innovation and excellence.

Duties and Responsibilities:

Governance, Leadership, and Advocacy
- Provides leadership for the continuing development of student–oriented Master Plans that drive the budget process, resource allocation and facilities and technology planning utilizing a collaborative process.
- Assists the Chancellor in achieving the adopted goals of the Board and District mission, and advocates for City College students and programs.
- Demonstrates expertise in enrollment management
- Coordinates and integrates the activities of the Chancellor’s Cabinet in the development and implementation of established core initiatives for the Office of the Chancellor.
- Provides leadership in the collaboration of staff 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 integrated policy analysis and strategic consultation to the Chancellor and senior administration on major issues affecting the District.
- Actively engages in conflict resolution with the ability to foster positive, constructive outcomes.
- Coordinates District-wide special projects on behalf of the Chancellor utilizing honesty, integrity and good judgment to foster beneficial and innovative change within the District.
- Participates with the Chancellor and other District leaders in institutional planning, policy development, and problem resolution.
- Demonstrates skills in strategic/master planning and implementation process.

Academic

- Coordinates activities with the Vice Chancellor of Administration and Finance, Vice Chancellor of Academic Affairs, Vice Chancellor Student Development, Associate Vice Chancellor of Human Resources, and with the Equal Opportunity Compliance Officer to ensure that the hiring of qualified faculty is within the principles of sound budgetary management, hiring guidelines, and equal employment opportunity. Participates in final interviews as delegated by the Chancellor.
- Ensures the interrelationships of instructional programs and student services.
- Implements academic programs targeted towards eliminating the achievement gap.
- Supports the community college mission and philosophy, including such aspects as lifelong learning, noncredit, adult education, basic skills, career and technical education, transfer programs and academic freedom for the college community.
- Provides ongoing support and leadership to meet accreditation standards and sustaining them long term.
- Oversees the implementation of the class schedule at the Ocean Campus and at the Centers.
- Provides oversight for the total of cost of operation for all sites and prepares the annual Program Review for Ocean Campus and the Centers.

Student Learning and Student Success

- Supports an environment in which teaching and learning are central to the college mission and encourages ongoing curriculum and program development, including teaching methods and techniques that meet the needs of a diverse student population.
- Ensures that the college offers equitable services and educational opportunities to students at the Ocean Campus and Centers.
- Promotes and supports teaching, learning, and student success by focusing on quality instruction and services.
- Advocates for comprehensive student support services and access needed to ensure student academic success and educational goal achievement.
- Targets college initiatives that improve the success of under-prepared and under-represented students.
- Implements emerging technologies and promotes an appreciation of technology.
Planning, Finance, and Facilities

- Responsible for resource development, fiscal planning and management and strategic and long range planning.
- Oversees all facets of the daily operations of the College and Centers, and develops findings and makes recommendation to the Chancellor to ensure compliance with all relevant national, state and local policies and regulations.
- Expands the College’s use of data analysis to make informed decisions.

Professional Development

- Promotes an environment that fosters positive labor relations with faculty and classified staff based on knowledge and experience in collective bargaining and conflict resolution.
- Supports professional growth and development for all employees.

Diversity

- Demonstrates commitment to equal opportunity and intercultural cooperation and respect sensitive communication with people who are diverse in their cultures, language groups and abilities.
- Leads the institution in demonstrating values and respects multicultural population with an understanding of the programs and services necessary to facilitate equitable access and success.
- Supports diversity among students, faculty, classified staff, and administrators, with a sensitivity to broader related issues.
- Promotes sensitivity and understanding in working with faculty, administrators, classified staff, and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientation, disability, gender identity, and ethnic backgrounds.

Community Relations and Fundraising

- Responsible for developing, facilitating, and maintaining positive and strong working community relationships with area high schools, colleges, universities, and community-based organizations and agencies.
- Assists the Chancellor with pursuing new revenue including assisting in building a strong relationship with the Foundation to support the college.
- Ability to create and successfully administer capital campaigns, private fundraising, and other development activities.
- Encourages and supports external funding and innovative programs.
- Ability to develop strong partnerships with business and industry for mutual benefit.
- Commitment to maintain and establish positive relationships and partnerships with other colleges and universities.
- Ability to develop strong alumni relationships.

**General Responsibilities**

Promotes a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

Serves on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

Attends Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

 Performs additional administrative duties and services as requested and assigned by the Chancellor.

**Minimum Qualifications**

1. Earned Master's Degree or higher from an accredited institution of higher education with a preference given to an earned Doctoral Degree.

2. Demonstrated knowledge, skills, and abilities to work with community college students with disabilities, various sexual orientations, and diverse academic, socioeconomic, cultural, and ethnic backgrounds (required).

3. A minimum of five (5) years of experience at the Dean or Vice President level or above in a community college or other post-secondary institution.

4. A minimum of five (5) years of direct instructional and/or student support services experience in an accredited post-secondary institution.

5. Demonstrated successful experience in supervision, budget development and management, personnel evaluation, program development and review, retention and enrollment management, and planning and implementation.

6. Highly effective leadership, communication (oral and written), presentation, and advocacy skills on issues related to student development and success.
7. Demonstrated commitment to public higher education access and excellence, equal employment opportunity, and diversity in a multi-cultural, multi-ethnic urban setting.

8. Demonstrated experience in community involvement and institutional advocacy, including fundraising and other resource development.

9. Demonstrated ability to develop team building through collegial consultation within a system of participatory governance.

10. Executive skills and expertise to manage faculty and staff relations with efficacy, strategic vision, and intellectual vitality; leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.

11. Fiscal knowledge, skills, and acumen to preserve student services and programs in any economic climate.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

**Desirable Qualifications**

1. Earned doctorate degree from an accredited institution.

2. Experience as a chief student services officer or chief academic affairs officer or chief business officer.

3. Knowledge of state and federal laws related specifically to community colleges.