

# **CITY COLLEGE of SAN FRANCISCO**

## **Chancellor Job Description**

### **Position Description**

Under policy guidance of the Board of Trustees (Board) of the San Francisco Community College District (District), the Chancellor serves as the chief executive officer of the District and shall perform the duties and responsibilities of Chancellor as described herein. The Chancellor shall plan, organize, integrate, evaluate, and direct the operations and activities of City College of San Francisco (CCSF) and provide expert professional stewardship of all College resources; ensure financial planning and accountability; ensure the quality of educational content and student services; and perform related duties as assigned by the Board. The Chancellor assures that the District is administered in accordance with the regulations of the State of California and the relevant requirements of the federal government.

### **Representative Duties**

1. Establish a strong partnership with the Board, and assist the Board in identifying, articulating, and implementing policies and programs.
2. Provide vision, direction, strategy, and management necessary for the success of students and employees.
3. Provide leadership in strategic planning, budgeting, and institution-wide initiatives to achieve District vision, mission, values and to meet accreditation standards.
4. Plan, organize, direct, integrate and evaluate the work of all district departments to ensure College operations, activities, and services comply with the policies and strategic direction set by the Board and with all applicable laws and regulations.
5. Promote diversity, equity, and inclusion within the District in all areas of the college.
6. Provide leadership to hire, develop, and retain highly competent, diverse, student service-oriented and equity-minded faculty, administrators, and staff through good selection, compensation, training, and day-to-day management practices.
7. Assess service area and community needs and ensure objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality credit and noncredit educational opportunities and programs.
8. Partner effectively with business, government, industry, community organizations, and educational institutions about funding sources, programs, and cooperative relationships, and play a leadership role in the economic development of the community.
9. Represent the College by participating in state, regional, and local meetings, conferences, and organizations; serving on community boards to promote the CCSF mission; and supporting the CCSF Foundation's events, meetings, and fundraising efforts.
10. Ensure fiscal stability through prudent management, responsible allocation of resources, and identification of alternative funding sources.
11. Advance goals of participatory governance with an emphasis on consensus building; collegiality; open communication including formal solicitation of input from stakeholders; and mutual respect among all constituents.
12. Direct, monitor, and resolve issues in the collective bargaining and labor-management relations programs and initiatives.
13. Exercise political acumen, and establish and maintain trust in interactions with community stakeholders, and government, business, educational, and other District partners.
14. Maintain close working relations and collaboration with the Board of Trustees.
15. Provide timely and thorough information to help trustees make good decisions.

### **Expectations**

1. The Chancellor is expected to perform their duties as follows:
  - (a) Use ethical principles that value integrity, honesty, open communication, transparency, humility, evidence-based decision-making, and flexibility in all District matters.
  - (b) Create an atmosphere of mutual respect and open communication with the Board and all constituent groups.

- (c) Demonstrate understanding and respect for the culture of City College and the San Francisco community.
- (d) Demonstrate commitment to the comprehensive community college mission.
- (e) Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- (f) Lead with an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, religious background, and veteran and immigration status of all students, faculty, and staff.

2. The Chancellor is expected to demonstrate knowledge of the following:

- (a) financial planning and management, community college financing, and the complex fiscal issues facing California Community Colleges and the District.
- (b) long- and short-term strategic planning, human resources, facilities planning, and information systems management;
- (c) principles and practices of organization design and development, strategic change management, public administration, policy formulation, community and legislative relations, and communication with the media and other external entities; and
- (d) applicable federal, state, and local laws and regulations, including Title 5, California Education Code, California regulatory agencies, accreditation, and collective bargaining.

### **Minimum Qualifications**

- 1. An earned master's degree or other equivalent advanced degree from an accredited institution
- 2. Five years of significant managerial experience in business, industry, education, or government, at least three years of which as a senior executive within a large and complex organization, preferably a college or university
- 3. Demonstrated commitment to social justice and to diversity, equity, and inclusion for all faculty, staff, administrative, and student populations

### **Desired Qualifications**

- 1. A doctorate degree from a regionally accredited college or university
- 2. Administrative experience in a community college

### **Working Conditions**

Job responsibilities are performed primarily in a business office, subject to frequent interruption from internal college personnel and the public, in a highly political environment. The Chancellor is expected to work at any College location or authorized facility with occasional evenings and weekends on an as-needed basis. The Chancellor's responsibilities also require maintaining an appropriate balance between a presence at the District and representation in the community. Occasional travel may be required.