

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Vice President/Executive Dean, Petaluma Campus	Management Team Educational Administrator	Range: Independently Adjusted Days: 224

JOB DESCRIPTION:

Under general direction, is the chief administrator for the Campus and is responsible for all aspects of its operations.

SCOPE:

The Vice President/Executive Dean exercises the full range of managerial duties on behalf of the Petaluma Campus and all its related off campus sites, including supervision of its instructional program, student services program, and support services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. In coordination with college instructional departments, develops the Petaluma Campus instructional program.
2. In coordination with Student Services and other appropriate offices, develops the Petaluma Campus student services and support programs.
3. In coordination with Administrative Services, develops facilities plans.
4. Works with staff and community organizations and regional businesses to identify educational needs and to foster effective relationships with and support for the college.
5. In coordination with Business Services, develops budget, purchasing and resource generation plans.
6. Supervises the Dean, Petaluma Campus and the Director, SRJC Technology Academy, and is responsible for the supervision of faculty, classified and student employees.
7. Responsible for the effective operation of the Petaluma Campus in terms of class scheduling, budget development and monitoring, maintenance operations, personnel procedures, and coordination with programs at the Santa Rosa campus and other sites.
8. Participates with other Academic Affairs and Student Services administrators in the development of instructional and student services policies, procedures, and guidelines for the college as a whole.
9. Serves as a Component Administrator in the development of plans, policies, procedures and guidelines for the college.
10. Works with community and business representatives to develop economic development opportunities for the campus and college.

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11. Serves on standing and ad hoc committees as required.
12. Represents the District in local, regional and state-wide meetings and committees.
13. Performs other duties as assigned by the Superintendent/President.

KNOWLEDGE OF:

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
5. Student services programs.
6. Budget processes.
7. Collective bargaining practices.
8. Legal and regulatory climate in California community colleges.

ABILITY TO:

1. Provide educational leadership for a major community college regional campus.
2. Plan, organize, and direct a wide variety of educational programs and related services; supervise the work of assigned staff.
3. Communicate clearly, both orally and in writing.
4. Interpret and enforce college policy and procedures.
5. Manage a multi-faceted budget.
6. Actively participate in a variety of community organizations and events.
7. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
8. Relate effectively with a wide diversity of students, faculty, staff and community members.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

SUPERVISION RECEIVED:

The Vice President/Executive Dean, Petaluma Campus reports to the Superintendent/President.

SUPERVISION EXERCISED:

Under the general direction of the Superintendent/President, provides principal managerial supervision for the Petaluma campus and the SRJC Technology Academy as well as other assigned college-wide responsibilities. The Vice President/Executive Dean supervises faculty, management team members, classified support staff, STNC's and student employees.

Board Approved: 10/08/02
Revised 07/20/06