

VICE CHANCELLOR, ORGANIZATIONAL EFFECTIVENESS AND ENGAGEMENT

DEPARTMENT: Organizational Effectiveness and Engagement

COLLEGE: Central Services

SALARY GRADE: A1 - 12

POSITION PURPOSE:

Reporting to the Chancellor, the Vice Chancellor of Organizational Effectiveness and Engagement is a member of the Executive Leadership Team and provides vision, leadership and support for district-wide efforts that drive organizational effectiveness, engagement for continuous improvement, support data-informed decision-making at the executive level, and manages assigned programs and strategic projects in support of the Chancellor's goals and the District's mission.

NATURE and SCOPE:

The Vice Chancellor of Organizational Effectiveness and Engagement will serve as the Chief Strategy Officer for the District, providing strategic management and planning, developing and establishing policies and monitoring overall performance leading to improved overall performance of the District.

The Vice Chancellor has direct supervisory responsibility over a portfolio consisting of fixed functions as well as temporary programs or projects assigned by the Chancellor, which comprise the whole of the Organizational Effectiveness and Engagement Office. These include primary functions such as Public Affairs and Governmental Relations, International Student Programs, district enrollment management coordination, analytics for strategic decision-making, and other projects, programs, and duties as assigned, either temporarily or on a fixed basis in support of optimizing the District's operations.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide vision and leadership for the strategic planning, development, implementation and support of policies and procedures that ensure operational efficiencies and district-wide process improvements.
2. Advise the Chancellor and Executive Leadership Team with regard to data-informed strategies for improving operating functions of the district and its colleges, internal stakeholder engagement, and external/community engagement.
3. Lead a wide range of strategic initiatives in support of the Chancellor's strategic goals, aligning programs with planned objectives and established performance metrics.
4. Develop and implement short and long-range strategic plans.
5. Lead and direct the activities of the Office of Organizational Effectiveness & Engagement and sub-departments.

6. Ensure compliance with District policies and state and federal laws.
7. Maintain effective partnerships with staff and administrators to reach departmental goals and partner with managers or supervisors of other departments in support of efforts to improve processes or program outcomes.
8. Identify and assess current and future organizational development needs through process analysis and collaboration with executive and senior leadership to meet objectives.
9. Serve as the Chancellor's designee to the Academic and Professional Matters Committee.
10. Lead District-wide strategic conversations regarding enrollment management, utilizing a data-informed approach.
11. Direct and supervise the collection and review of data and the preparation of a variety of reports, statements, and communications.
12. Develop appropriate metrics and tracking mechanisms to measure overall organizational effectiveness and progress toward Chancellor's and District goals.
13. Support a healthy organizational culture within the District through strategic visioning, employee engagement, and advisement to chart its future in support of operational and fiscal sustainability, unity, and a well-regarded workplace culture.
14. Oversee programming to support leadership development for employee engagement, growth and retention.
15. Represent the District in appropriate local, state, and national organizations.
16. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
17. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Mission and objectives of the District, especially as they relate to strategic planning and data-informed decision making.
2. Board policies and Administrative Procedures.
3. Project management, leadership, and supervision.
4. Understanding of changing management, financing, action planning, and strategic planning.
5. Computers and technology for productivity and innovation.
6. Policies and procedures related to community colleges and grants development.

7. Budget management.
8. Effective enrollment management practices and the ability to gather, synthesize, and disseminate data.
9. Educational institution operations, related laws, regulation, public policies, and administrative practices.
10. Federal and State Labor Laws.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
2. Provide leadership in planning and implementing within a complex organization.
3. Communicate effectively, both orally and in writing, including writing complex proposals and producing written materials for internal and external audiences using persuasion.
4. Ability to achieve results through others and provide a comprehensive planning framework to guide the institution.
5. Strong conceptual skills and analytical abilities.
6. Demonstrate commitment to organizational effectiveness and optimization.
7. Ability to leverage strategies for enhancing organizational development and engagement.
8. Manage several projects at one time, effectively prioritize work, and solve problems creatively.
9. Collaborate across traditional organizational boundaries to reimagine processes and structures in support of improved outcomes.

Education and Experience:

1. Master's degree or the equivalent.
2. Five years progressively responsible experience within complex organizations, with proven management accomplishments related to the requirements of this position.
3. Executive level experience, including working with governing bodies or other high level oversight committees.

Preferred Qualifications:

1. Experience in an educational leadership role related to strategy and organizational effectiveness.
2. Experience with educational institution operations, related laws, regulations, public policies.
3. Standards and practices.
4. Experience leading workgroups leveraging data to further institutional outcomes.
5. Experience advising and persuading senior leaders with regard to strategic direction and planning.
6. Experience successfully working with academic stakeholders and instructional leaders to address academic and professional matters and inform enrollment or program evaluation strategy.

Licenses and Certifications:

None

WORKING CONDITIONS:

Environment:

Typical office environment.

Physical Abilities:

Date Approved: 05/06/24

EEO Category: H10

