

**DEPUTY CHANCELLOR**  
**Los Angeles Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244754>

Downloaded On: Sep. 13, 2024 6:20pm

Posted Sep. 12, 2024, set to expire Oct. 17, 2024

<b>Job Title</b>	DEPUTY CHANCELLOR
<b>Department</b>	Executive
<b>Institution</b>	Los Angeles Community College District Los Angeles, California
<b>Date Posted</b>	Sep. 12, 2024
<b>Application Deadline</b>	Nov. 1, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Executive
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<b>Job Description</b>	

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**DEPUTY CHANCELLOR**

**THE BOARD OF TRUSTEES OF THE**  
**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**Invites Applications & Nominations for**

**Deputy Chancellor**

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**APPLICATION DEADLINE NOVEMBER 1, 2024**

**THE POSITION**

As higher education professionals and advocates, community colleges play a significant role in transforming the lives of students and the surrounding communities. Our community colleges provide the most affordable, accessible, and high-quality higher education and workforce training available in the country.

The Los Angeles Community College District is searching for a **Deputy Chancellor** with a passion to lead and serve students who reflect the rich tapestry, culture and history, and future of the Los Angeles region. We know first-hand that what we do as community college educators is transformative, and that education provides the best opportunity for the social and economic mobility of students and our communities - an impact that lasts for generations.

The Deputy Chancellor reports to Chancellor Francisco Rodriguez, is the senior academic administrator, and serves as the Chancellor's lead executive responsible for the day-to-day operations of the District. In the absence of the Chancellor, the Deputy Chancellor serves as Acting Chancellor.

The successful candidate

- Must have strong administrative, leadership and management experience in complex environments;
- Will have strong grounding in academic and student services programs and a thorough understanding of the primary mission of the community college, which includes enrollment management, transfer and career and adult education, workforce development, campus safety and security, and community services programs; and,

Must be an astute and experienced administrator with a demonstrated expertise in the complexities of higher education that impact community college finances and operations, including collective bargaining, federal and state programs, grants administration, philanthropy and fundraising, and state and federal legislation.

The following units currently report to the Deputy Chancellor: Educational Programs and Institutional Effectiveness; Workforce and Economic Development; District Communications; Internal Audit; District

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Safety and Emergency Services. The Deputy Chancellor serves as the lead administrator to the Community College Bureau of the County of Los Angeles Sheriff's Department.

### DESIRABLE QUALIFICATIONS

- **At Least Five Years:** Successful full-time experience as an administrator (college president, CEO or equivalent) in accredited institutions of higher education.
- **Demonstrated Experience:** Working with complex budgets; shared governance, and collective bargaining environments.
- **Administrative Leadership:** Experience in leading and managing administrative teams, departments, or divisions within an educational institution.
- **Budgeting and Financial Management:** Skills in budget development, fiscal planning, and financial oversight, ensuring efficient use of resources and adherence to budgetary constraints.
- **Board Meeting:** Constructing and Coordinating Board Agenda Activities
- **Policy Development and Implementation:** Ability to develop, implement, and enforce policies and procedures that support the mission and goals of the community college.
- **Strategic Planning:** Experience in strategic planning processes to set goals, establish priorities, and allocate resources effectively.
- **Facilities Management:** Knowledge of facilities planning, maintenance, and operations to ensure a safe and conducive learning environment.
- **Human Resources Management:** Skills in managing human capital, including recruitment, professional development, performance evaluation, and compliance with employment laws.
- **Student Services:** Understanding of student support services, such as counseling, career services, academic advising, and enrollment management.
- **Technology Integration:** Familiarity with integrating technology into administrative operations and academic programs to enhance efficiency and student learning outcomes.
- **Community Engagement:** Experience in fostering partnerships with local communities, businesses, government agencies, and educational institutions to support the college's mission and initiatives.
- **Crisis Management and Risk Assessment:** Ability to handle crisis situations, assess risks, and implement strategies for mitigation and response.
- **Teaching:** Experience is desirable and excellent communication skills are essential.
- **Successful Experience:** Working with populations (faculty, staff, students, and community) of diverse ethnic, linguistic, and socioeconomic backgrounds.
- **Collaboration:** A results-oriented collaborator, who promotes a culture of inquiry, innovation and evidence, and aligns plans and implementation efforts to measurable objectives.
- **California Experience:** In public higher education, including knowledge of State and federal governance and the political process, and knowledge of accreditation standards.

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- **Doctorate Degree:** Earned doctorate from an accredited institution preferred.

## MINIMUM QUALIFICATIONS

- A **Master's** degree or advanced degree of at least equivalent standard from an accredited college or university, per the Education Code.
- Two years of successful full-time experience in a senior leadership position in education, business, industry or government, preferably as a college or university administrator.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district faculty, staff and students.

## REQUIRED KNOWLEDGE, SKILLS, ABILITY

To be successful in the position, the Deputy Chancellor must have:

- Knowledge, experience and full understanding of the higher education landscape, the role of an urban community college and the dynamics within the multi-cultural communities it serves.
- A commitment to and relevant experience in advancing diversity, equity and inclusion and access policies, practices and programs.
- Knowledge and experience in developing, implementing and maintaining effective business and administrative systems in an institution of higher education, including: budget development and administration; employment and personnel services; computing, communications and information management; technology, and facilities and property management.
- Knowledge and experience in developing and implementing effective enrollment management plans, preferably in a multi-college environment.
- Experience in academic management, college finance and personnel, including enrollment management, preferably at the level of college president, senior executive or equivalent.
- Knowledge of applicable business and financial policies, regulations and practices at the community colleges, California Community Colleges.
- Knowledge of applicable laws, rules and regulations governing the California Community Colleges, as well as educational policy issues facing the community colleges such as the Student-Centered Funding Formula, Student Basic Needs, Equity Programs, Guided Pathways, Dual Enrollment, Baccalaureate degrees, and AB 705/1705 implementation.
- Influence and resourcefulness to pave the way for ongoing student access, success and completion by forging partnerships with outside entities, including K-12 school districts, four-year colleges and universities, community-based organizations, and employers. These partnerships

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will focus on creating opportunities for students, especially those from historically underserved and low- income populations.

- Demonstrated ability to analyze and, where necessary, improve the internal procedures, effectiveness and efficiency, and flow of work within the administrative units of a multi-college district.
- Coordinate the development of appropriate documentation regarding district business practices and procedures; develop and implement effective communication practices and protocols.
- Demonstrated skills as a supervisor and manager, including the ability to set goals.
- Exercise good team building and coaching skills as a supervisor and manager; identify the knowledge and skills needed by the staff to be successful, and provide for on-going training and professional development.
- Demonstrated skill as an effective writer and speaker.

## SALARY

Competitive salary commensurate with experience. Includes paid holidays and vacation and eligibility for comprehensive medical/hospital, dental, and vision care.

## Filing an Application

To be considered for this position, applicants are required to complete the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments.

**To ensure consideration of applications by the search committee, applicants are strongly encouraged to file their applications early. The deadline for submission of applications is November 1, 2024.**

The application address is <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd>.

## **All applicants must submit the following:**

1. A completed LACCD application.
2. A letter of interest of no more than 5 (five) pages describing the skills, education and experiences gained to equip you with the ability to successfully meet the responsibilities described above.
3. A current curriculum vitae/resume of professional experience, educational background and other pertinent information.

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4. The names of eight (8) professional references with business and home telephone numbers, including two supervisors, two subordinates (including one support staff member), two faculty, and two community members.
5. Copies of transcript(s) (unofficial transcripts accepted to apply, however, official transcripts will be required if selected for an interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the: Commission on Teacher Credentialing at [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

**Official transcripts will be required if selected for an interview.**

Employment is contingent upon verification of qualifications. LACCD reserves the right to modify and/or withdraw this position at any time.

**All confidential inquiries and/or nominations should be directed to:**

All confidential inquiries and/or nominations should be directed to:

**Leisa V. Biggers Director of Human Resources**

**[BIGGERLV@EMAIL.LACCD.EDU](mailto:BIGGERLV@EMAIL.LACCD.EDU)**

**(213) 891-2227**

**ADA Notice**

Applicants an Leisa V. Biggers Director of Human Resources [BIGGERLV@EMAIL.LACCD.EDU](mailto:BIGGERLV@EMAIL.LACCD.EDU)

(213) 891-2227d nominees who believe they are covered under the Americans with Disabilities Act (ADA) who require accommodation during any part of the interview or selection process must submit a written request with documentation at least three business days prior to the date of need of the accommodation.

**EEO Non-Discrimination Notice**

It is the Los Angeles Community District's policy to ensure that all qualified applicants for employment

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and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived ethnic group identification, race, color, naturalization, ancestry, religion, creed, sex (including gender-based sexual harassment), gender identity and expression, pregnancy, marital status, cancer-related medical condition of any employee, sexual orientation, age, physical or mental disability, or veteran status.

The Board of Trustees commits the District to vigorous EEO in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District strives to achieve a workforce that reflects the diversity of the state's population and is welcoming to all persons from all other groups protected from discrimination to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

**BOARD OF TRUSTEES**

Nichelle Henderson, President Kelsey Iino, 1st Vice President

Sara Hernandez, 2nd Vice President David Vela, Member of the Board

Gabriel Buelna, Ph.D., Member of the Board Steven F. Veres, Member of the Board Andra Hoffman, Member of the Board Ambyr C. Baham, Student Trustee

**DISTRICT ADMINISTRATION**

Francisco C. Rodriguez, Ph.D., Chancellor Kathleen Burke, Ph.D., Interim Deputy Chancellor

Nicole Albo-Lopez, Ed.D., Vice Chancellor, Educational Programs and Institutional Effectiveness

Carmen V. Lidz, M.S., Vice Chancellor & Chief Information Officer Anne Diga, J.D., Acting General Counsel

Jeanette L. Gordon, Vice Chancellor & Chief Financial Officer Teyanna Williams, J.D., Vice Chancellor, Human Resources

Rueben C. Smith, D.C.Sc., Vice Chancellor & Chief Facilities Executive

Jim Lancaster, Ed.D., Vice Chancellor, Workforce and Economic Development

[www.laccd.edu](http://www.laccd.edu)

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To apply, visit <https://laccd.csod.com/ats/careersite/JobDetails.aspx?site=6&id=1923>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Executive

Los Angeles Community College District

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