

ALAMO COMMUNITY COLLEGE DISTRICT
CHANCELLOR
Job Description

Class Code: 14212

DESCRIPTION OF WORK

General Statement of Duties: Serves as the principal administrative official responsible for providing the leadership and strategic vision for all operations of the ACCD, which is a public two-year multi-college system serving the diverse educational needs of Bexar County, Texas. Plans and directs the operation of the Alamo Community College District with its \$208,000,000 operating budget and approximately 52,000 credit and 5,000 non-credit students, in accordance with objectives and policies established by the Board of Trustees.

Supervision exercised: Provides leadership and administrative direction to top management.

Responsible to: The Board of Trustees

GENERAL RESPONSIBILITIES:*

As Chief Executive and Administrative Officer of the Alamo Community College District, the Chancellor is responsible to the Board of Trustees for:

- Providing the vision and leadership to carry out ACCD's mission.
- Enhancing student retention and success.
- Planning and developing long-range programs.
- Developing and directing the academic affairs, student affairs, and administrative organization and operations.
- Planning and controlling financial requirements and operations through approved budgets.
- Interpreting and implementing the policies of the Board of Trustees.
- Representing the District to the community, governmental agencies, and other institutions and organizations.
- Reporting to and advising the Board of Trustees on the needs, plans, and activities of the organization.

SPECIFIC RESPONSIBILITIES:*

- Establish academic and administrative policies in accordance with the objectives, policies, and

Strategic Plan of the Board of Trustees.

- Ascertain that academic standards are maintained and, where appropriate, strengthened.
- Provide for compliance with statutes, regulations, policies, and accreditation requirements.
- Administer the Capital Improvement Program effectively and transparently, in keeping with the community's trust.
- Develop long-range plans for growth and improvement to meet future requirements.
- Develop the academic and administrative organization needed to meet objectives and approve the selection of personnel needed to staff the organization.
- Coordinate the development of short-range plans and financial budgets and submit to the Board of Trustees for final approval.
- Represent the students, administration, faculty, and staff to the Board of Trustees.
- Review and control the cost of operation in accordance with approved budgets and plans.
- Approve capital expenditures as authorized by the Board of Trustees and to strictly monitor its disbursements.
- Direct the acquisition of real property as authorized by the Board of Trustees in accordance with the plans and policies of the District.
- Represent the District in major functions and organizations.
- Coordinate with other educational institutions and agencies as required.
- Review and provide for the development and improvement of academic and administrative personnel.
- Conduct Performance Evaluations on all college Presidents, Vice Chancellors, and members of the Chancellor's staff.
- Ensure that a sound program of public relations and marketing is developed and administered.
- Coordinate the preparation and submission of all required official reports.
- Provide for the protection and insurance of the assets of the District by active management of legal, physical, and other risks.
- Recommend personnel policies and programs to the Board of Trustees and direct the administration and implementation of approved policies and programs.

- Provide periodic reports to each member of the Board of Trustees describing action taken on significant issues.

* Perform related duties as assigned by the Board of Trustees.

QUALIFICATIONS FOR APPOINTMENT

- Master's degree is required. Earned doctorate from an accredited institution is preferred.
- Some teaching and/or administrative experience in an institution of higher education is preferred.
- Have experience in a multi-cultural and pluralistic setting, and have a demonstrated commitment to the concept of equal access and equal opportunity for all.
- Have demonstrated skill in budgeting, marketing, communication, problem-solving, and human relations in a large and complex organization.

PHYSICAL REQUIREMENTS

Regular and recurring work is performed in a work environment that involves normal everyday low risks or discomforts typical of offices. Work areas are adequately lighted, heated, and ventilated.

Approval Signature

Date