

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: VICE PRESIDENT**

**FLSA STATUS: EXEMPT**

**BASIC FUNCTION:**

Under the direction of the Superintendent/President, plan, organize, control and direct District-wide instructional, student services, or administrative services program in support of District goals and objectives.

**REPRESENTATIVE DUTIES:**

Plan, organize, control, and direct an assigned group of District-wide instructional, student services, or administrative services programs. *E*

Direct and participate in the recruitment, selection, assignment, motivation and evaluation of assigned personnel. *E*

Advise and confer with the Superintendent/President on management issues involving programs and service of the District, including development and revision of policies and procedures; participate in long-range planning and strategic planning regarding College activities and programs. *E*

Prepare, recommend and implement budgets for assigned areas; monitor expenditures, identify variances and take necessary actions to assure compliance with budget limitations and established fiscal policies. *E*

Direct the preparation of reports as required by federal, state, local, and District regulations; inform the Superintendent/President and other District staff as to the status of assigned functions or groups of services. *E*

Interpret District policy for assigned areas; make decisions on matters as necessary. *E*

Participate as a member of the Superintendent/President's Cabinet in the development and recommendation of District policy and plans. *E*

Review and approve items submitted by the functional areas managed for presentation to the Board. *E*

Maintain current knowledge of legislation and educational trends pertinent to assigned functions as serve as a resource for other College personnel regarding related technical matters. *E*

Provide for proper communication of developments within assigned organization and within the overall District as appropriate. *E*

Perform and direct a variety of special projects as assigned. *E*

Attend Board meetings; provide input as necessary on issues affecting assigned functions; make presentations on pertinent matters as necessary. *E*

Participate in collective bargaining activities as assigned.

Represent District at local, state, or national meetings pertinent to specific assignment; represent the District on related committees or commissions.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Overall management principles regarding assigned functional areas.

Oral and written communication skills.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.

Applicable sections of the State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of administration, supervision, and training.

Budget preparation and control.

**ABILITY TO:**

Plan, organize, control, and direct an assigned group of District-wide instructional, student services, or administrative services programs.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Assign and review the work of others.

Train, supervise, and evaluate personnel.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Master's Degree and five years increasingly responsible management experience in an educational institution.

**WORKING CONDITIONS:**

Office environment. Position requires hearing and speaking to communicate and exchange information.