

San Diego Community College District

CLASSIFICATION DESCRIPTION

Classification: Executive Operations Officer
Working Title: Vice Chancellor, Operations, Enterprise Services, and Facilities
Unit: Executive Management

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Job Code: C8115
Original Date: 07/1989
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the leadership of the Chancellor and in accordance with the goals of the District, the Executive Operations Officer plans, organizes, directs, administers, reviews, and evaluates districtwide facilities, bookstore, food services, and safety programs and services. Areas of responsibility include facilities planning, construction, maintenance; hazardous materials management and occupational health and safety compliance; energy management and environmental sustainability; property management; architectural services; custodial and grounds maintenance; general services; bookstore and food services enterprise operations; reprographics services; and college police and parking services. The Vice Chancellor provides executive leadership in accordance with the District's Educational Master Plan and strategic plan goals and objectives. The Vice Chancellor serves as the Acting Chancellor in the absence of the Chancellor as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Vice Chancellor/Executive Officer is assigned to executive District administrators responsible for major functions which have substantial districtwide impact, including policy development and implementation. Incumbents report directly to the Chancellor and are serve in the Chancellor's Cabinet.

EXAMPLE OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive facilities management program and services in a manner supporting participatory governance and access and inclusion for diverse communities and stakeholders and the District's Educational Master Plan.
2. Develop, implement, manage, coordinate, and lead the District's comprehensive safety program, including illness and injury prevention, hazardous materials control and disposal, and emergency response operations.
3. Develop, implement, manage, coordinate, and lead the District's comprehensive environmental sustainability program, including engaging with participatory governance committees and the District's diverse stakeholder communities to advocate and develop support for sustainability program objectives.
4. Provide executive leadership for the District's Police Department to ensure effective, efficient, and equitable safety and security services for the District's diverse student and stakeholder communities in a manner aligned with the District's diversity, equity, inclusion, and accessibility goals and objectives.
5. Provide executive leadership for the District's food services program and bookstore operations to ensure equitable access for the District's diverse student and stakeholder communities, efficient and effective operations, and development of revenues to minimize associated general fund unrestricted expenses.
6. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, State, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
7. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and to ensure continuity of operations and services.

8. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
9. Engage proactively with the Citizens' Oversight Committee for the District's bond program to advocate for District programs and support appropriate oversight of bond activities.
10. Serve as a key advisor to the Chancellor, Board of Trustees, and executive managers on policies, procedures, and management issues related to assigned areas of responsibility and to promote equity, inclusion, and accessibility for the District's diverse stakeholder communities.
11. Represent the District in local, State, and national committees, workgroups, and meetings.
12. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services; negotiate contracts for capital projects and lease of District facilities.
13. Review and recommend legislation and advocacy priorities impacting assigned areas of responsibility, which could benefit the District and its students, faculty, and staff; maintain liaison with appropriate government agencies and local, State, and national organizations.
14. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
15. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
16. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
17. Lead other operational areas and perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations
California Education Code and Title V regulations and laws, regulations, and statutes applicable to assigned areas of responsibility
Principles of effective participatory governance processes and engagement
District policies and procedures
Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations
Capital and construction project management
Effective communication methods, techniques, and modes to engage with diverse stakeholder communities
Principles of effective, efficient, and equitable facilities management and services programs of a community college district
Fleet Maintenance and Services
Principles of green, LEED, and environmental sustainability

Principles of effective hazardous materials control and legislation
Principles of effective, efficient, and equitable security and safety service programs
Local, regional, State, and national economic conditions and demographics
Occupational and Environmental Health and Safety compliance
Real estate and property management
Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities
Enterprise technology platforms, applications, and services
Modern office practices, procedures, and equipment, including computer hardware and software

Skills and Abilities:

Strategic planning, action, and leadership
Communicating and gaining support for the District's mission, vision, and values
Leading effectively through participatory governance and in collaboration with diverse stakeholders
Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws
Communicate effectively through multiple modalities with diverse internal and external stakeholders
Establish and maintain effective working and professional relationships with individuals from diverse communities
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices
Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff
Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback
Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations
Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility
Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems
Learn from errors, determine appropriate corrective action, and prevent repeat occurrences
Create a culture of shared accountability for effective performance within assigned areas

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree from an accredited college or university in engineering, architecture, or a field related to assigned areas of responsibility and six years of increasingly responsible supervisory or management experience related to the duties of the position and two years in an administrative capacity. Desirable qualifications include: Green & LEED certification; real estate and property management experience; Occupational and Environmental Health & Safety training.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:
Category III

Environment:

Favorable, usually involves an office, occasionally inspects facilities containing asbestos and transformers containing PCBs; also may climb on roofs when visiting construction sites. Occasional travel to District campuses, training events, conferences, and assigned events