

DECEMBER 2024
FLSA: EXEMPT
SALARY: GRADE AB
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
VICE PRESIDENT, PLANNING & DEVELOPMENT

BASIC FUNCTION: The Vice President, Planning & Development reports directly to the President and leads the college's strategic planning efforts and institutional effectiveness. Other areas of responsibility may include student success and support, workforce development, marketing, grants, and college advancement efforts. The Vice President may also serve as the Accreditation Liaison Officer of the College. The Vice President serves as a key member of the president's executive team.

SUPERVISORY RESPONSIBILITIES: Supervises and directs all assigned staff.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads and coordinates the College's strategic planning efforts within the College's strategic planning and participatory governance structure.
2. Coordinates the necessary research, data analysis, and outcome measurements required; ensures accurate and timely data reporting to the District, county, State Chancellor's Office, federal agencies, and accrediting agencies.
3. Supports college-wide enrollment management processes.
4. Leads college-wide grant research and preparation activities for private, foundation, regional, state, and federal grants and collaborates with faculty, administrators, staff, and District grants office to identify external resources appropriate to meet college needs.
5. Leads the integration of a guided pathways framework, anti-racism and equity efforts, and other data-driven initiatives into a comprehensive student support system throughout the college.
6. Directs institutional data reporting and provides data-driven recommendations to executive administration and other stakeholders to improve student success and institutional effectiveness.
7. May administer select career education programs and services, including the college's non-credit, community education, senior education, contract education, and apprenticeship programs, in partnership with the RCCD Office of Economic Development.
8. Leads the Vice President's work group in the area's budget development and program review processes. Provides oversight for budgets within the Vice President's area of supervision.
9. Recommends to the President necessary changes in policies and procedures that affect the Vice President's span of operations.
10. Participates in local, regional, and state activities to promote the College. Such activity may include partnerships with local workforce development agencies and boards, business and industry groups, educational partners, chambers of commerce, and community based and professional organizations.

11. In partnership with District Strategic Communications, may establish priorities, goals and objectives for college-wide communications, public relations outreach, marketing and branding campaigns.
12. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
13. Performs other related responsibilities as may be assigned.

QUALIFICATIONS

Knowledge Of:

1. Administrative procedures and practices applicable to the California Community College system.
2. Research design, statistics, and data analysis appropriate to providing leadership for institutional research and planning.
3. Current models and tenets of strategic planning; mastery of operational deployment skills to ensure planning is translated into measurable goals and outcomes ensuring institutional effectiveness.
4. Local, state, and federal laws generally related to education and specifically to community colleges.

Ability To:

1. Develop, initiate and carry out new policies and procedures.
2. Establish effective and constructive working relations with faculty, staff, and various community organizations.
3. Utilize participatory governance from constituent groups to synthesize input, make decisions and share information broadly.
4. Communicate and present effectively, both orally and in writing.
5. Utilize contemporary academic technology and information systems.

Education and Experience: A master's degree in an area related to the administrative assignment and five (5) years of leadership experience related to the administrative assignment.

Five (5) years of postsecondary teaching experience and five (5) years of related administrative and/or leadership experience at an accredited higher education institution is preferred. Demonstrated commitment to participatory governance and collaborative decision-making is highly desired.

LICENSES/CERTIFICATIONS: None

CONTACTS: Chancellor, College president and other members of the president's executive team, vice chancellors, Academic Senate leaders and others appropriate to the duties assigned.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.