

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice President, Educational Support and Planning Services	Range: 37 (AC)	Management Schedule
Date Revised:	November 9, 2004	Date Approved:	August 24, 1999

PRIMARY PURPOSE

Under the direction of a college president, this position is responsible for planning, organizing and directing the college educational support and planning operations, activities and administrative services.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes and directs the operations and activities of the college educational support services including media services, academic computing, instructional technology, campus production services, and other educational support services and programs.
2.	Develops and implements plans and policies to facilitate and improve the educational support services and facilitates related operations and activities.
3.	Coordinates and directs college-wide planning and research activities as directed; develops and implements plans and policies to facilitate and improve these activities.
4.	Oversees the development and monitoring of grants and special projects as assigned.
5.	Plans, organizes and directs the operations and activities of the college administrative support services including facilities planning and management, maintenance and operations, campus safety, campus mail services, and related administrative support services.
6.	Supervises the planning of campus facilities development, construction and use; processes contractual agreements related to the use of facilities; maintains inventory control; develops and implements plans and policies to facilitate and improve the operations and programs of administrative services.
7.	Directs the preparation of budgets for assigned programs and services; monitors and controls budget expenditures; compiles information and prepares a variety of reports related to programs, operations and activities.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
10.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
11.	Coordinates communication and activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.
12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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13.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
14.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Vice President of Educational Support and Planning Services serves as the college liaison with the District Office of Human Resources for personnel matters related to educational support and administrative services personnel, including evaluations, personnel processing and record-keeping.

WORKING RELATIONSHIPS

The Vice President of Educational Support and Planning Services maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of an earned doctorate from a regionally accredited institution and at least three years of student services or other academic experience as a faculty member and at least three years of administrative experience, preferably at a community college.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
 Knowledge of California education code and requirements, including Title 5
 Knowledge of research project policies, procedures and practices, including data collection and analysis

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Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.
