

# IOWA VALLEY COMMUNITY COLLEGE DISTRICT



## JOB OVERVIEW

**TITLE:** Chancellor  
**REPORTS TO:** IVCCD Board of Directors  
**JOB CLASSIFICATION:** Exempt

**DEPARTMENT:** District Administration  
**SUPERVISES:** Administrative Leadership Team Members; Plant Services Supervisors; Energy, Health and Safety Specialist  
**SOC CODE:** 11-1011  
**SOC IPEDS CODE:** 11-0000

### SUMMARY:

The purpose of this position is to serve as the educational leader of the District and the chief administrator and executive officer as appointed by the Board of Directors. The Board President, acting on behalf of the Board, serves in a supervisory role to the Chancellor. The Chancellor is responsible for the operation of the District with respect to its educational program, its faculty and student services, and the use of its facilities. The Chancellor will delegate to the staff all necessary administrative and supervisory responsibilities to ensure an efficient operation of the institution.

## JOB DUTIES

<p><u>District Finance:</u></p> <ul style="list-style-type: none"> <li>• Provides oversight of all district expenditures and spending decisions.</li> <li>• Uses district resources appropriately to achieve short and long-term budget objectives.</li> <li>• Assures balanced District funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources.</li> </ul>	25%
<p><u>Institutional Performance:</u></p> <ul style="list-style-type: none"> <li>• Guides and communicates annual District objectives.</li> <li>• Leads visioning of potential community and student programming needs and interests.</li> <li>• Assures student success in quality learning experiences through Arts &amp; Science, Career Technical, and Continuing Education programming.</li> <li>• Administers District policies.</li> <li>• Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training.</li> </ul>	25%
<p><u>Leadership:</u></p> <ul style="list-style-type: none"> <li>• Engages District stakeholders in IVCCD’s initiatives through the vision, mission, core values, and strategic plan.</li> <li>• Encourages innovation and ideas for district excellence through Higher Learning Commission (HLC) accreditation processes and other quality related initiatives.</li> <li>• Leads district economic development efforts.</li> <li>• Provides oversight of public relations and news media contacts.</li> <li>• Participates in higher education and community college activities and uses current literature in decision making.</li> </ul>	25%
<p><u>Professional Relationships:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD.</li> <li>• Develops partnerships with leaders of area business and industry, agencies, and other education institutions.</li> <li>• Works directly with Ellsworth College Board of Trustees, Ellsworth College Foundation, Marshalltown Community College Foundation and area, state and federal legislative bodies and agencies; and professional organizations to facilitate District objectives.</li> <li>• Oversees District employee-management relations.</li> <li>• Maintains quality work relationships with the governing board and district faculty and staff.</li> </ul>	25%

**ADDITIONAL DUTIES:**

Additional duties as required.

**QUALIFICATIONS****EDUCATION AND EXPERIENCE:**

Completion of Master's degree required, Doctorate preferred. A minimum of five years of upper-level higher education administration experience is required. Direct experience in or exposure to administration of a comprehensive community college, multi-college/campus system is preferred. Experience with the following is required: partnership development with K-12, 4-year institutions, business and industry; legislative processes and advocacy; marketing an institution and the recruitment of students; performance management of faculty and staff; student activities, the arts, athletics, campus/student life; institutional effectiveness/assessment; strategic planning; seeking alternative revenue sources, including work with foundations, trusts, contracts, fundraising and grants.

**CERTIFICATIONS AND LICENSES:**

N/A

**KNOWLEDGE/SKILLS/ABILITIES:**

Ability to -

- Lead faculty and staff to achieve the mission, vision and goals of the District in a sustainable manner.
- Work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, staff and/or the public.
- Advocate for and lead in a multi-cultural environment.
- Establish a collegial campus environment that encourages, values, and respects open communication.
- Handle highly confidential matters and materials with discretion.
- Work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines.
- Actively engage and effectively communicate with external constituents throughout the IVCCD communities.
- Communicate effectively orally and in writing.
- Organize and manage diverse units of the District.

Knowledge of and experience with –

- Academic services, student support services, extracurricular services and budget planning at the post-secondary level.
- Continuous quality improvement models.
- Computer software which may include Word, Excel, or similar programs.
- Physical plant maintenance and processes related to new construction and renovation.
- HLC accreditation processes.
- Leading an evidence-based learning organization through data driven decision making.
- Teaching, training, and employee development.
- Change management.
- Conflict resolution.

Other Skills/Traits –

- Is fair, flexible, transparent, approachable, and open-minded when working with others.
- Demonstrates valuing people through communicating and listening skills.
- Provides energy and fresh thinking to District initiatives.
- Is respectful, passionate, enthusiastic, and adaptable.
- Exhibits integrity, humility, and ethical behavior.

- Committed to learning through professional organizations and association with other external resources. Is an empowering leader with an accountability focus.

**SCOPE OF WORK:**

ADMINISTRATOR: Work is directly related to assisting with running or servicing of the business or department.

Perform executive or expert professional work to establish policy, long-range plans, and programs, identify funding sources and allocate funds; May develop or use theoretical mathematical concepts to formulate new techniques, or make decisions that impact both the organization and the discipline.

Formulate and issue policies, procedures, and instructions; responsible for long term planning within an agency, department, or division.

Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.

Perform management and supervisory work involving policy and guideline interpretation, solving both people and work-related problems; Decision-making is a significant part of job, affecting a large segment of the organization and the general public.

**FINANCIAL AUTHORITY:**

Authorized to purchase goods or services worth more than \$100 without securing approval from another authority and/or able to make recommendations that impact resource allocation. Manage or administer budget within assigned department. Budget or allocate funds within or across departments or divisions.

**TOOLS AND EQUIPMENT USAGE:**

Use office machines such as copiers or calculators. Use computers for data entry; or handle, use, or repair hand-held power equipment or light machinery. Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications. Supervise the activities of those operating and repairing complex machinery or technology systems. Interpret policy and establish methods and procedures for acquiring, installing, testing, operating or repairing machinery or technology systems. Establish policy for acquisition, installation, testing, operation, and maintenance of machinery or technology systems. Establish long range plans and programs for capital improvements, major construction projects, or new technology systems.

**ESSENTIAL FUNCTIONS:**

FREQUENTLY (51-100%)	OCCASIONALLY (0-50%)
This position requires sitting, gripping or feeling with hands, and/or talking or hearing, and lifting up to 10 pounds.	This position requires standing, walking, climbing or balancing, and/or stooping, kneeling, crouching or crawling, reaching with hands or arms, tasting or smelling, and lifting up to 50 pounds.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

This position risks exposure to indoor environment and outdoor environment.

*It is IVCCD's policy to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status. Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*