

CCCS ADMINISTRATIVE, PROFESSIONAL TECHNICAL JOB DESCRIPTION



COLORADO
COMMUNITY COLLEGE SYSTEM

Position Title: CCCS CHANCELLOR

Position Number: 197070

Department/Division: Chancellor's Office

Reports To: State Board for Community Colleges and Occupational Education (Board)

Revised Date: 10/9/2024

FLSA Status: Exempt

Position Class: Chancellor

1. Job Summary:

As the chief administrator and academic officer of the Community College System, the Chancellor is also designated as the Director of Community Colleges and the Director of Occupational Education pursuant to 23-60-104 (2)(a)(I) of the Colorado Revised Statutes of 1973, as amended. The Chancellor has responsibility for the administration of State Board of Community Colleges and Occupational Education (Board) policies, the operation of the 13 System Community Colleges, and the overall supervision of the System Office staff in alignment of the Board's approved strategic plan.

2. Essential Job Functions:

Serves as chief administrative officer of the System, overseeing all operational aspects of the System, with appropriate delegation authority. Implements and administers policies of the Board and state and federal laws and regulations applicable to the operation of the System. Serves as spokesperson for the System on policy matters. (25%)

Serves as the chief academic officer of the System, providing leadership for the five statutory missions of community colleges: Access, Career and Technical Education, transfers to four-year institutions, Basic Skills, and Work Force Development. Maintains quality academic and occupational programs developed in consultation with college presidents, faculty, staff and students. Develops program linkages among community colleges, occupational education programs, and other college, university, secondary, or post-secondary delivery systems in Colorado. (25%)

Serves as the primary representative and Secretary of the State Board for Community Colleges and Occupational Education before federal and local legislative bodies, the Colorado Commission on Higher Education, the press, constituent advisory councils, and other entities, as appropriate. Directs and coordinates the legislative program for the System. (25%)

Provides overall supervision of the System Office staff. Directly supervises the Executive Leadership Team for the System Office, the Presidents of the System Community Colleges, and the members of the President's office who report to the Chancellor. (10%)

Sets budget priorities and manages the system's budget to best meet organizational goals and strategies aligned with the Board approved strategic plan and in support of students. (10%)

Performs other duties assigned by the Board. (5%)

3. **Supervision of Others:**

13 System College Presidents
Executive Vice Chancellor
Vice Chancellor for Finance and Administration
Vice Chancellor for Academic and Student Affairs
Vice Chancellor for IT and CIO
General Counsel
Chief Development Officer and Executive Director of the Foundation for CCCS
Chief Human Resources Officer
Chief Communications Officer and Legislative Coordinator
Executive Assistant to the Chancellor

4. **Required Qualifications:**

Master's degree, terminal degree preferred. Prior senior level administrative experience with responsibilities comparable to this position, and a record of successful outcomes with diverse populations.

5. **Knowledge, Skills and Abilities:**

Knowledge of the organization, governance and funding of public secondary and postsecondary education in Colorado
Ability to bring about strategic change, both within and outside the organization, to meet organizational goals
Ability to establish an organizational vision and to implement it in a continuously changing environment
Ability to lead others toward meeting the Community College System's vision, mission and goals
Ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution to conflict
Ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculation risks
Ability to strategically manage human, financial and information resources
Ability to build coalitions internally and with other colleges, State and local governments, and nonprofit and private sector organizations to achieve common goals
Excellent oral, written and presentation skills
Integrity and Honesty
Excellent listening skills
Negotiating skills

Strong commitment to the Community College System's mission, vision, strategic objectives and role in the State of Colorado

6. **Work Location/Travel Expectations:**

9101 E Lowry Blvd, Denver, CO 80230

Extensive travel required

***Please note this description may not be all inclusive. An employee may be required to perform other work duties as assigned by supervisor or management. This position has been reviewed and met the appropriate exemption criteria in Colorado Revised Statutes 24-50-135 (1).**