

**NOVEMBER 2017**  
**FLSA: EXEMPT**  
**SALARY GRADE: W**  
**CBA DESIGNATION: ACADEMIC MANAGER**

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

### **DEAN, SPECIAL FUNDED PROGRAMS**

**BASIC FUNCTION:** Reporting to the Vice President of Student Services, the Dean of Special Funded Programs participates in institutional planning and policy formulation; provides leadership in a variety of special funded programs; establishes unit goals and priorities, conceptualizes and develops new programs to enhance students' educational and social experiences, determines the direction of program growth and change; administers various budgets, formulates operational guidelines and procedures, and oversees a wide range of services designed to meet the needs of the College's diverse student population.

**SUPERVISORY RESPONSIBILITIES:** Classified staff, managers, and/or certificated staff (e.g. counselors) assigned to programs for which the position is responsible.

#### **REPRESENTATIVE DUTIES:**

1. Provides leadership and strategic direction for a variety of general funded, categorical, and grant funded programs. Ensures regulatory compliance under Title 5, Education Code, and District board policies.
2. Provides administrative oversight for outreach including summer programs, transitional assistance, and other special programs.
3. Supervisory responsibilities that include assisting direct reports in formulating performance goals aligned with college and department goals; meets regularly with direct reports to assess progress towards established goals, provides support and direction, and promotes accountability; empowers staff to make independent decisions at levels appropriate to classification; and promotes collegiality and teamwork.
4. Develops, plans, manages, and monitors multiple budgets that includes categorical grants, Federal funds, and district funds. Aligns resource allocations with departments' goals/objectives and provision of services necessary to provide high quality services and support for students who meet program eligibility.
5. Assists the Vice President of Student Services with the division's annual Administrative Program Review and collaborates with the Dean of Student Services and other managers to lead divisional and institutional initiatives.
6. Develops and maintains relationships with four-year colleges and universities, K- 12, regional, and statewide partners to advance the mission of the College and advocate for programs and services that serve underrepresented students.
7. Collaboration with other area deans to analyze student equity data in order to improve access and success for underrepresented student populations.
8. Collaborates with campus and community partners to seek and prepare grants and external funding relevant to the strategic goals of the College and establishes operational goals and structures to run them effectively.
9. Works with campus leadership and local K-12 and community agency partners to increase outreach, retention, persistence, and success of underrepresented students attending the College.
10. Provides support and guidance to assigned program administrators to develop and coordinate programs that promote college readiness and access to a diverse community.
11. May serve on campus-wide committees relevant to strategic planning, student learning outcomes,

program review, student equity and student success initiatives, and other leadership functions of the institutions.

12. Through continued study and participation in professional organizations, maintain an understanding and working knowledge of current ideas, research and practices related to the areas of responsibility for this position.
13. Serves as a member of the District's Management Association.
14. Participates in local, regional, state, and national activities related to areas of assignment.
15. Performs other related responsibilities as assigned

**EDUCATION:** Master's degree is required and doctorate is preferred. Degree(s) must be, from an accredited institution.

**EXPERIENCE:** Minimum of two years full time managerial, administrative, faculty teaching and/or counseling experience at the postsecondary level or the equivalent. Minimum of one-year experience as a manager or administrator responsible for the supervision and evaluation of faculty and/or classified staff or the equivalent.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:**

- State and federal laws, policies and procedures germane to the provision of educational services to underrepresented and/or economically disadvantaged students.

**ABILITY TO:**

- Communicate effectively with students, staff, faculty and the public, especially to interpret and explain rules and policies;
- Work cooperatively in a team environment;
- Follow directions; complete all assignments within the timelines given;
- Handle departmental duties with independent judgment;
- Compile and maintain accurate records and reports.

**CONTACTS:** Co-workers, other departmental staff, faculty, vendors and students

**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.

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

**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.

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, please contact (951) 222-8039.