

**Chancellor
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Chancellor is the Chief Executive Officer of the District. All functions of the District are directed by the Chancellor in keeping with policies established by the Board of Trustees.

Examples of Duties

1. The Chancellor's powers and duties shall be initiatory and executory. The Chancellor shall act both as a professional advisor of the Board in the formulation of policies for governing the District and as chief executor of the policies adopted by the Board. All powers and duties delegated to the Chancellor are to be executed in accordance with the policies adopted by the Board, and all acts performed by the Chancellor which are classed in law as discretionary are subject to review and to final approval by the Board unless the Board specifically authorizes such acts to be executed in a particular manner.
2. The Chancellor as Chief Executive Officer of the Board shall have specific powers and duties and shall be directly responsible to the Board for their proper exercise. The listing of specific responsibilities, however, shall not be interpreted to exclude all those powers and duties not mentioned but which are integral to the position of Chancellor.
3. The Chancellor shall attend all meetings of the Board. The Chancellor may be excused from closed sessions of the Board at the time when personal salary and tenure of the Chancellor are being considered. The Chancellor shall have the right to speak at Board meetings on all matters before the Board.
4. The control of the District shall be unified under the Chancellor, and all employees of the District shall be responsible to the Chief Executive Officer through the District line and staff organization.

Examples of Duties (continued)

5. The Chancellor shall nominate or recommend employees, and the Board shall employ from those who have been nominated or recommended by the Chancellor. It shall be the responsibility of the Chancellor to employ and retain well-qualified, competent staff members. The Chancellor may authorize interim employment prior to Board action to accommodate payroll processing, however, Board action is required to ratify employment at the next regularly scheduled Board meeting.
6. The recommendation for assignment and promotion of all employees of the District shall be made to the Board by the Chancellor.
7. The suspension or dismissal of an employee of the District shall be made by the Board on the Chancellor's recommendation. The Chancellor may suspend an employee at any time until the next meeting of the Board under provisions of the law.
8. The Chancellor shall direct all matters relating to personnel including salary status, professional development, professional records, minimum qualifications, recruitment, staff allocation, and approval of absences and leaves.
9. The Chancellor shall oversee the planning and administering of a continuing staff development plan for employees of the District.
10. The Chancellor shall recommend to the Board the purchase of all supplies and equipment.
11. The Chancellor shall direct the preparation of the annual budget and submit it to the Board for approval.
12. The Chancellor shall have control and supervision of all District buildings, grounds, and equipment.
13. The Chancellor shall approve and recommend to the Board all plans for the construction of buildings, landscaping of property, and repairs or alterations to existing property, and shall see that all plans adopted are properly executed.
14. The Chancellor shall have power to make rules and regulations to govern routine matters.
15. The Chancellor shall inform the public regarding activities of the Colleges and the District.

Examples of Duties (continued)

16. The Chancellor shall make an annual report on the condition and the progress of the District and such other reports as the Board may request from time to time.
17. The Chancellor shall hear any complaints against the District and shall act as judge in matters of controversy between the various District employees, and between District employees and students, parents of students, or patrons, when the controversies relate to District affairs. The Board will not deal with such matters except on appeal from the Chancellor's decision or at the Chancellor's request. The Chancellor is charged with the enforcement of the rules, regulations, and decisions of the Board of Trustees and shall be responsible for the dissemination of all general orders adopted by the Board relating to all District employees.
18. The Chancellor is authorized by the Board of Trustees to accept the resignation of any employee. The Chancellor may delegate this responsibility by written designation to District Officers or College Presidents.
19. The Chancellor shall be responsible for the general efficiency of the District and for the development of the teaching, administrative and support staffs, instructional programs and services, and for the growth and welfare of students.
20. The Chancellor may delegate, subject to approval by the Board, any of the powers and duties which the Board has entrusted to the Chief Executive Officer but in every instance shall continue to be responsible to the Board for the execution of the powers and duties delegated.
21. The Chancellor serves as Secretary to the Board of Trustees.

Qualifications

Minimum:

- ◆ Master's degree or equivalent
- ◆ Five years of high-level administrative experience

Desirable:

- ◆ Doctorate degree
- ◆ Presidential experience
- ◆ Experience in a multi-college district
- ◆ Classroom teaching experience

Knowledge and Abilities

Place text here.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
	Ability to work at a desk, conference table or in meetings of various configurations.
	Ability to stand for extended periods of time.
	Ability to sit for extended periods of time.
	Ability to see for purposes of reading printed matter.
	Ability to hear and understand speech at normal levels.
	Ability to communicate so others will be able to clearly understand a normal conversation.
	Ability to lift 10 pounds.
	Ability to carry 10 pounds.
	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Board President's Signature)

(Date)