

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CHANCELLOR

REPRESENTATIVE DUTIES

The following duties are typical for this position.

1. Assumes responsibility as Chief Executive Officer of the District and serves as Secretary to the Board of Trustees.
2. Directs the overall operation and general administration of the District in accordance with Board policies and procedures.
3. Exercises broad discretionary power within the framework of policy established by the Board of Trustees.
4. Formulates and recommends to the Board of Trustees new or revised policies for the operation of the District.
5. Implements new or revised policies and procedures of the Board of Trustees when approved.
6. Collaborates with the Chief Administrators of each college, to coordinate the total educational program of the District on a continuing basis and recommends to the Board of Trustees modifications which will improve the scope and quality of the District educational offerings and related services.
7. Advises the Board of Trustees on collective bargaining with the units.
8. Acts as authorized representative of the Board to secure all information, opinions, rulings, and decisions from the Office of the County Superintendent of Schools, the County Auditor, the County Counsel, the Board of Governors for the California Community Colleges, and state and federal legislative bodies.
9. Hears complaints against the college district. The Board will not deal with such matters except on appeal from the Chancellor's decision or at the Chancellor's request.
10. Delegates to other staff members any of the powers and duties which the Board of Trustees has entrusted to him, but in every instance that a power of duty is delegated, he shall continue to be responsible to the Board of Trustees for the execution of the power or duty delegated.
11. Recommends the organizational structure for the District, the staffing complement, the classification of positions, and the compensation for the positions. Implements these actions when approved by the Board of Trustees.
12. Nominates to the Board of Trustees for election all employees of the District, both certificated and classified, and recommends terminations. May suspend any employee until the next regular meeting of the Board.

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13. Submits an annual budget to the Board of Trustees and makes any recommendations to the Board for budget changes.
14. Establishes and maintains an effective program of public relations and directs the District's public relations efforts.
15. Recommends on all matters relating to facility acquisition and development, including sites, buildings, and equipment necessary to provide for the educational program of the District. Implements such acquisitions and developments when approved.
16. Provides comparative research data pertaining to academic programs, negotiations and fiscal data to support Board decisions.
17. Maintains a file of current laws, regulations and legal opinions applicable to the administration and operation of the college district.
18. Provides for oversight of the District efforts in economic development within the service area of the District.
19. Works with the resources development efforts of the colleges to access state, federal, and private funding for college programs and operations.
20. Works with cities, counties and other agencies that interact with the District.
21. Performs any other duties assigned or delegated by the Board of Trustees.