



# COLUMBIA GORGE

## COMMUNITY COLLEGE

### JOB DESCRIPTION

#### POSITION IDENTIFICATION

<b>Position Title:</b>	President
<b>Organizational Unit:</b>	Administration
<b>Reports To:</b>	Columbia Gorge Community College Board of Education
<b>Date Written:</b>	July, 2011
<b>Revision Date(s):</b>	November 13, 2017

#### GENERAL NARRATIVE DESCRIPTION OF POSITION

The President shall be the chief executive officer of the College. As such, the President shall have the primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting that policy.

#### ESSENTIAL JOB FUNCTIONS

1. The President is directly responsible to the Board of Education for:
  - Carrying out all College Board and administrative policies pertaining to the position.
  - Providing leadership and support for the philosophy and goals of the comprehensive community college.
  - Developing and revising policies for approval by the College Board.
  - Determining local education needs; revising long-range and marketing plans.
  - Planning and directing the development, use, and maintenance of the campus equipment building and grounds.
  - Developing state-wide community college academic, vocational, and funding goals, in cooperation with the State Legislature, the State Board of Education, the Educational Coordinating Commission, the Oregon Community College Association, and the State System of Higher Education.
  - Developing cooperation and articulation with local school districts, within the College District.
  - Developing, allocating, and administering the budget for designated functions.
  - Preparing agendas and appropriate materials for meetings of the College Board, and making reports and recommendations to the Board.
2. The President is administratively responsible for:

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- Supervising the development of all budgets for the College and assuring sound fiscal management.
- Encouraging communication and cooperation between all segments of the College, and between the College and the community, including working with business, industry and community organizations to assure support for College programs and activities.
- Ensuring flexibility for financing and staffing.
- Promoting quality educational programs and services.
- Other administrative duties as assigned.

In addition, the President shall serve as an ex-officio member of the College Foundation Board.

### **EXPERIENCE**

- Five years successful community college or comparable administrative experience preferred.
- Demonstrates a record of successful community college or other higher education teaching experience; understands course and program development.
- Experience or knowledge in business or economic development desirable.

### **REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE**

#### **Education:**

Master's Degree from an accredited institution required; Doctorate degree preferred.

#### **Experience:**

##### *Required*

- Minimum three years of experience in a senior management-level position
- Demonstrated experience in working with diverse communities

##### *Preferred*

- Community College or University experience
- Higher Education teaching experience
- A fiscally responsible leader with significant budget management experience

### **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

- A strategic, innovative, and visionary planner who can set priorities, align planning and budget processes and make difficult decisions
- Ability to work collaboratively with the community stakeholders to align college strategic work plan with workforce and community needs
- An effective communicator who is accessible, responsive, supportive and candid with the internal and external communities
- A leader who focuses on and connects with students

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- A leader with the ability to effectively work with faculty, staff and an elected Board of Education
- A leader who will implement professional development

## **PHYSICAL AND INTELLECTUAL DEMANDS**

***The physical and intellectual demands are representative of those that are typically necessary to successfully perform the essential functions of a College president. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

The employee is frequently required to sit, travel, talk, hear, use hands and fingers to operate computers and other office equipment, and to move and manipulate other objects, and reach with hands and arms. The employee is also occasionally required to lift and carry materials up to 15 pounds in weight. The employee must be able to work long hours, including nights and weekends, and to travel frequently within the College campus, the local community and throughout the state. Intellectual demands include the ability to communicate effectively regarding academic and administrative matters with Board members, College personnel, students, other agencies and community members.



# COLUMBIA GORGE

## COMMUNITY COLLEGE

### JOB DESCRIPTION

#### POSITION IDENTIFICATION

<b>Position Title:</b>	Vice President of Financial Services
<b>Department:</b>	Administrator
<b>Employee Classification:</b>	Management - Exempt
<b>Status:</b>	Full-Time
<b>Reports To:</b>	President
<b>Date Written:</b>	January 28, 2019
<b>Revision Date(s):</b>	

#### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Vice President of Financial Services is responsible for directing the College financial operations, to include budgeting, accounting, purchasing, financial reporting, audits, bookstore, and other services as assigned. Serves as chief financial officer, chief college budget officer and custodian of funds for the college. Oversees all capital and fiscal planning affecting the college.

#### ESSENTIAL JOB FUNCTIONS

- Promote the financial well-being of the college by overseeing budget management, monitoring appropriated investments of temporary cash balances, and safeguarding all financial assets and resources.
- Advise the President, senior management, and members of the Board of Education on issues related to the colleges financial status, to include short-term and long term financial objectives, and regulatory issues and actions affecting the college.
- Provide leadership in the development of the college annual budget building process and the budget planning through subsequent biennium. Ensure budget process is integrated with strategic planning. Provide ongoing leadership for financial decision making at the college
- Monitor expenditures to ensure that budget limits are maintained. Work with department and administrative teams to make budget adjustments and reclassifications as needed. Provide monthly budget reports and explain budget balances.
- Work to facilitate a comprehensive contract management program and serve as a representative of the President and deputy clerk of the Board of Education for contractual matters.
- Oversee the college accounting and financial systems, and monitor and report on the financial status and performance of the college to the Board of Education and other constituents, as required.
- Responsible for establishing positive working relationships to advance college interests with external organizations in college business affairs to include, architects and construction

contractors, Department of Community Colleges and Workforce Development, Oregon Community College Association, legislatures, auditors, legal counsel, grant sources, etc.

- Responsible for the effective oversight, management, and protection of fiscal and capital resources.
- Analyze financial details of past, current and projected operations to identify development opportunities for areas of improvement.
- Prepare and submit the preparation of annual IPEDS report as related to Finance.
- Assist Financial Aid with the preparation of the annual FISAP report.
- Compile the necessary information needed to complete the financial reports for fiscal year end; including CAFR, financial statements, and closing the year.
- Prepare annual audit with independent auditors.
- Monitor all financial activities and details such as reserve levels to ensure that the college is compliant with all federal and state requirements and statutes.
- Other related duties as assigned by the President.

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

## **NATURE AND SCOPE OF POSITION**

This position serves as a member of the President's Council, which functions as a cohesive work team that oversees College operations. This position has administrative oversight and supervision over Financial Services, but larger planning and strategic responsibilities for all academic and administrative service areas are shared. Incumbent has major decision-making authority, often guided only by Board policy or Presidential direction. Position is empowered to commit the College to significant expenditures, contractual commitments, personnel decisions, etc. Errors in judgement could have severe impacts on College business and reputation.

## **SUPERVISES THE FOLLOWING STAFF**

Supervisory authority for 4-6 direct reports.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Post-Secondary: Master's degree in Accounting, Business Administration or related field, or a Bachelor's degree in similar fields AND a CPA certification and seven years of administrative experience in an educational institution, including fiscal control and other general management functions.
- Job Related Experience: Minimum of seven (7) years of progressively responsible and relevant finance/administrative leadership experience.
- Preferred Qualifications: Demonstrated knowledge of principles and standards of fund accounting for public colleges and universities, as defined by AICPA and GASB. Experience working in higher education.

## **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

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## Knowledge, Skills and Abilities

The incumbent must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Requires knowledge of Oregon statutes on budgeting, finance, fiscal operations. Knowledge of administration and reporting requirements of federal, state and other grants and programs including requirements of the Federal Single Audit Act. Knowledge of state and federal regulations on personnel, payroll, and taxation.
2. Requires detailed knowledge of standard financial procedures and fund accounting; automated accounting and reporting systems; knowledge of state and federal regulations, procedures and guidelines.
3. Must have proven skills in treasury and cash management; strategic thinking, planning and financial forecasting; formulating budget/finance policy and developing/implementing new strategies and procedures.
4. Must be able to manage and lead in a complex, fiscally challenging and rapidly changing environment.
5. Must be able to interpret legislation and determine fiscal impact on the College.
6. Must be able to make cogent and competent presentations to the Board of Education, legislative bodies and other external constituencies about financial matters.
7. Proficient in accounting, statistical analysis, revenue forecasting, financial modeling, project modeling, and business plan development.
8. Demonstrated experience in addressing and developing complex institutional budgetary priorities and needs.
9. Must be able to effectively coordinate and communicate with city, county, state agencies and other higher education institutions on fiscal matters impacting public entities.

## **WORKING CONDITIONS**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hand to finger, feel or operate computers, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, stoop, crawl, climb, kneel, talk or hear.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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# COLUMBIA GORGE

## COMMUNITY COLLEGE

### JOB DESCRIPTION

#### POSITION IDENTIFICATION

<b>Position Title:</b>	Vice President of Instructional Services
<b>Department:</b>	Instructional Services
<b>Employee Classification:</b>	Management
<b>Status:</b>	Full-Time
<b>Reports To:</b>	President, Columbia Gorge Community College
<b>Date Written:</b>	April 14, 2004
<b>Revised Date:</b>	06/08; 11/10; Sept. 2015, November 2019

#### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Vice President of Instruction (VPIS) provides vision, leadership, planning, development, assessment, and administration for a comprehensive array of educational programs designed to enhance students' success in meeting their educational goals and ensure the quality of the educational experience. The VPIS will play a pivotal role as the college expands its services within the next two years with the construction of the new Treaty Oak Skill Center and on-campus housing. The VPIS reports directly to the President.

#### ESSENTIAL JOB FUNCTIONS

1. Provide leadership in attaining the College's mission, vision, and goals within the College's Strategic Plan and Student Success Initiatives.
2. Develop and monitor the instructional budget.
3. Provide collaborative leadership and guidance to faculty and instructional staff in developing and delivering college programs.
4. Direct the development of operational policies, structures, and systems in order to provide optimal teaching and learning experiences.
5. Promote and support the use of data in relation to instructional and institutional planning and action.
6. Lead the development of program articulation agreements and degree partnerships with other higher education institutions.
7. Oversee the recruitment and hiring of instructional staff members and faculty.
8. Ensure uniform implementation of the faculty development and evaluation program.
9. Ensure uniform implementation of course assessment, program review, and Instructional Department assessment.
10. Plan and facilitate faculty in-service, training opportunities, and instructional staff development.
11. Serve as the Accreditation Liaison to the Higher Education Coordinating Commission (HECC) / Office of Community College and Workforce Development (CCWD) and the Northwest

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- Commission on Colleges and Universities.
12. Provide leadership to Instructional Deans, Directors, Department Chairs, Instructional Council, Curriculum Committee, and other faculty-driven organizations and activities.
  13. Provide leadership and oversight in distance education programs and emerging instructional technology.
  14. Direct the development of the course master schedule and annual schedule of classes.
  15. Assist with the research, writing, and supervision of appropriate grant funding activities.
  16. Supervise preparation of follow-up studies and other relevant research and reports.
  17. Lead institutional and program specific accreditation activities for compliance with standards set by and reaffirmation efforts with the HECC / CCWD and Northwest Commission on Colleges and Universities.
  18. Supervise the development of plans for instructional programs.
  19. Participate on the College's President's Council and attend College Board of Education meetings.
  20. Collaborate with business, industry, workforce partners, community agencies and organizations to create and offer academic and workforce education and training.
  21. Represent the College in instructional matters in community, state, regional and national organizations and agencies.
  22. Perform other instructional services functions and other related duties as assigned by the President.

*The list of essential and marginal functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

#### **SUPERVISES THE FOLLOWING STAFF**

- Instructional Deans/Directors, Distance Education Coordinator and Community Education Coordinator.

#### **REQUIREMENTS/QUALIFICATIONS**

##### **EXPERIENCE**

- A minimum of 5 years of college-level teaching
- Five or more years of instructional leadership experience at the post-secondary level including planning, developing curriculum, hiring and supervising faculty and staff, budgeting, and community relations.
- Knowledge of accreditation, workforce and economic development, career and technical education, K-12 requirements, grant funding and management, and/or legislative experience preferred.

##### **EDUCATIONAL BACKGROUND**

- Master's degree in post-secondary instructional administration, education, planning, or one of the disciplines taught at the College required. Degree must be from an accredited institution.

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- Doctorate preferred

## **KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

As a key element of this position, the employee must possess leadership and management skills, as well as the ability to know when to utilize them. Also key are team building and team membership skills. The employee must be able to work effectively with a wide variety of College, community and governmental agencies.

### **LEADERSHIP (Personal Qualifications)**

- Be proactive as a leader
- Be a collaborative team member
- Work well without close supervision
- Possess and use effective communication strategies (writing, spelling, listening, and speaking), and promote positive communication throughout campus
- Value community, bring a spirit of enthusiasm and energy, and demonstrate multi-cultural awareness
- Foster innovation and creativity
- Demonstrate core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Work effectively with all populations
- Dress and maintain self in a professional manner

### **PLANNING (Skills)**

- Ability to innovate and engage in outside-the-box thinking
- Demonstrate knowledge and good judgment in matters of College policy and procedures.
- Use effective strategic planning strategies
- Develop, use, and promote the utilization of effective assessment strategies
- Be student-focused, understand teaching and learning, support the use of technology in the delivery of instruction, as well as understand the challenges that faculty and students face in its implementation
- Demonstrate excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

### **MANAGEMENT (Knowledge)**

- Follow through to completion of assigned tasks
- Utilize good management techniques
- Delegate appropriate tasks and responsibilities
- Possess problem-solving and decision-making abilities
- Understand and use effective human resource and fiscal management skills
- Demonstrate knowledge and good judgment in matters of College policy and procedure

## **WORKING CONDITIONS**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

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- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Able to work evenings and weekends



# COLUMBIA GORGE

## COMMUNITY COLLEGE

### JOB DESCRIPTION

#### POSITION IDENTIFICATION

<b>Position Title:</b>	Vice President of Student Services
<b>Department:</b>	Administrator
<b>Employee Classification:</b>	Management – Exempt
<b>Status:</b>	Full-Time
<b>Reports To:</b>	President, Columbia Gorge Community College
<b>Date Written:</b>	September 18, 1996
<b>Revision Date(s):</b>	03/05; 01/08; 08/10; 4/16, January 23, 2019

#### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Vice President of Student Services provides vision and leadership for all student services. Student services includes all aspects of admissions, registration, student records, financial aid, advising, student life and student recognition. As a member of the President's Cabinet, the Vice President of Student Services works closely with the Vice President of Instructional Services to ensure coordination between student and instructional services programs which supports student success, persistence and completion.

#### ESSENTIAL JOB FUNCTIONS

The Vice President of Student Services has duties and responsibilities that include, but are not limited to, the following:

1. Lead and administer of student recruitment and retention programs at the College.
2. Create, promote and administer student services and programs with students, faculty, staff and community.
3. Develop, monitor, enforce and maintain applicable accreditation standards, policies, services and programs for students.
4. Oversee of the development of policies and procedures for admissions and registration.
5. Provide leadership, budgetary oversight, and accountability for all student services and events.
6. Lead and coordinate production of student publications including quarterly schedule of classes, Career Pathways brochures, limited entry program information packets, and the College catalog in collaboration with the Vice President of Instructional Affairs
7. Supervise the Registrar to ensure the integrity of student records. Supervise quarterly processing of class rosters and student grading.

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8. Serve as the Chief Conduct Officer for the college to create and deliver training on policies and procedures for various campus groups
9. Serve as Chair of the Behavioral Assessment Team. Provide campus-wide mechanisms for all campus constituencies to report students of concern and lead and direct the BAT team.
10. Oversee enrollment and student data for D-4A, IPEDS, and Student Right to Know reports. Produce internal reports for enrollment management and course planning. Compile data for annual Student Profile, student surveys, and other reports as requested.
11. Respond to questions from college departments and external agencies regarding complex issues or policies impacting student programs and services.
12. Implement Campus Nexus Student Information System and Course modules, train faculty and staff on accessing student data, and implement program functions.
13. Oversee student events such as graduation, Honors reception, and other recognition activities.
14. Propose, justify, and monitor Student Services budget.
15. Oversee test proctoring services for CGCC students and students completing coursework at other institutions.
16. Represent CGCC at state meetings including Council of Student Services Administrators (CSSA).
17. Represent CGCC on state task forces.
18. Act as a member of CGCC's President's Council and attend local Board of Directors meetings.
19. Perform all other student services functions, and other related duties as assigned by the President.

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

#### **SUPERVISES THE FOLLOWING STAFF**

- Dean of Students
- Registrar
- Director of Financial Aid
- Student Life Advisor

#### **EXPERIENCE**

- **Job Specific Training:** Computer literate and comfortable with Microsoft Windows, Microsoft Office applications, and the Internet.
- **Job Related Experience:** Experience in post-secondary education; teaching and/or administration preferred.
- **Specific Experience:** Three or more years of administrative or management experience in an environment involving planning, budgeting, supervision, student development and community relations.

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## **EDUCATIONAL BACKGROUND**

- **Post Secondary:** Master's degree from an accredited institution in administration, education, planning, or one of the disciplines taught at the college.

## **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

- Organizational leadership, team building, management, staff development and communication techniques
- Mastery of best practices for student success, persistence and completion
- Knowledge of student development, professional development, and career development
- Experience with curriculum development for student services
- Skills with budget development, management in accord with institutional policies, grant implementation and management
- Awareness of federal and state codes, laws and regulations relating to the functions of this position

### **LEADERSHIP (Personal Qualifications)**

- Provide accountable leadership resulting in productive, efficient working relationships
- Provide administrative direction, training, and supervision to staff and students
- Make effective decisions and take independent action
- Identify trends, foresee problems, and resolve conflicts
- Visibly and positively represent CGCC to the public
- Acknowledge and encourage staff excellence and professional development related to CGCC's goals
- Work evenings and weekends as needed
- Dress and maintain self in a professional manner on site and in social media
- Perform other duties as assigned

### **PLANNING (Skills)**

- Demonstrate knowledge and good judgment in matters of CGCC policies and procedures
- Prepare and present written and/or oral reports; submit business plans for new projects
- Research and analyze information; create databases
- Demonstrate excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

### **MANAGEMENT (Knowledge)**

- Work cooperatively with others as a management team
- Listen and work effectively in a demanding environment
- Practice an open communications style that involves people at all levels in the decision-making process

- Operate standard office machines including a computer and up-to-date software
- Follow through to complete assigned tasks.
- Demonstrate proficiency in computer applications: word processing, spreadsheets, and databases
- Demonstrates knowledge and good judgment in matters of CGCC policy and procedure

## **WORKING CONDITIONS**

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- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to manage, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.*

*Persons having questions about equal opportunity and nondiscrimination should contact the following persons:*

*For Employment  
Courtney Judah, Human Resources Coordinator*

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*Office: Rm. 2.424  
Phone: 541-506-6151*

*For Educational Programs  
Lori Ufford, Chief Academic & Student Affairs Officer  
Office: Rm. 2.103  
Phone: 541-506-6031*

*For Student Programs, Activities, and Services  
Mike Taphouse, Director of Advising and Career Services  
Office: Rm. 3.224  
Phone: 541-506-6026*

***To Request Accommodations and Contact for Special Needs***

*Reasonable accommodations and auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's Students with Disabilities Advisor Shayna Dahl at (541)506-6046 or the Event Coordinator in a timely manner. Relay 711.*



# COLUMBIA GORGE

## COMMUNITY COLLEGE

### JOB DESCRIPTION

#### POSITION IDENTIFICATION

<b>Position Title:</b>	Executive Director of Infrastructure
<b>Department:</b>	Infrastructure
<b>Employee Classification:</b>	Classified
<b>Status:</b>	Full-time
<b>Reports To:</b>	President
<b>Date Written:</b>	March 2, 2020
<b>Revision Date(s):</b>	N/A

#### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Executive Director of Infrastructure must possess a solid background in either facilities or IT and, minimally, a developing knowledge of the other area. Apart from their knowledge and experience, they must embody quality leadership and a strong strategic awareness. This position reports to the President, contributes as a member of the executive team and provides guidance for all the college's facilities and IT functions.

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

#### ESSENTIAL JOB FUNCTIONS

1. Oversees all functions of Facilities Departments on both campuses
2. Directs IT operations
3. Is a contributing member of all capital projects teams
4. Manages the college's ERM
5. Heads up the Incident Command Team
6. Performs other duties as required or assigned by the President of the college.

#### Facilities

1. Provides direction to the Director of Facilities
2. Ensures that both campuses are safe and secure for students, staff, faculty and members of the community

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3. Assists in securing service bids and equipment

### **Institutional Technology**

1. Oversees Information Systems Security Manager
2. Ensures that all IT equipment on both campuses is either up-to-date or in good working condition
3. Manages the updating of the college website
4. Represents the college at all IT/Facilities-related community and state meetings and/or conference calls
5. Is the point person for issues related to Campus Nexus

### **SUPERVISES THE FOLLOWING STAFF**

- Director of Facilities
- Information Systems Security Manager

### **REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE**

- **Post Secondary:** Bachelor's degree required. Degree must be from an accredited institution. A lesser degree may be accepted with sufficient combination of certification, education and experience.
- **Job Related Experience:** 3-5 years of demonstrated executive level work in one or more applicable functional areas. Experience with campus security and housing preferred.

### **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

As a key element of this position, the employee must possess leadership and management skills as well as the ability to know when to utilize them, as well as team building and team membership skills. The employee must be able to work effectively with a wide variety of college, community and governmental agencies.

#### **LEADERSHIP**

- Proactive Leader - Works well without close supervision
- Work well as a member of a team
- Strong communication abilities
- Value community, bring a spirit of enthusiasm, energy and multi-cultural awareness
- Demonstrate core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning
- Maintain self in a professional manner

#### **PLANNING**

- Able to help groups develop strategic plans
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

**MANAGEMENT**

- Follow through to completion of assigned tasks.
- Utilize good management techniques
- Human resource management skills and fiscal management skills
- Working knowledge of HRIS databases
- Demonstrate knowledge and good judgment in matters of college administrative rules and operating procedures

**WORKING CONDITIONS**

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- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required use hands to finger, handle, or operate computers, objects, tools, or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds, climb ladders, stand for long periods of time, operate machinery and drive CGCC vehicles. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.
- Position may require frequent bending, stooping and walking.

**REVIEWED BY:**

\_\_\_\_\_

\_\_\_\_\_  
Courtney Judah, Director of Human Resources

DATE

**APPROVED BY:**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Dr. Marta Yera Cronin, President

*It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.*

*Persons having questions about equal opportunity and nondiscrimination should contact the following persons:*

*For Employment*

*Human Resources*

*Office: Rm. 2.424*

*Phone: 541-506-6151*

*For Educational Programs*

*Lori Ufford, Chief Academic Officer*

*Office: Rm. 2.103*

*Phone: 541-506-6031*

*For Student Programs, Activities, and Services*

*Mike Taphouse, Director of Advising and Career Services*

*Office: Rm. 3.224*

*Phone: 541-506-6026*

***To Request Accommodations and Contact for Special Needs***

*Reasonable accommodations and auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's Students with Disabilities Advisor Shayna Dahl at (541)506-6046 or the Event Coordinator in a timely manner. Relay 711.*



# COLUMBIA GORGE COMMUNITY COLLEGE

## JOB DESCRIPTION

### POSITION IDENTIFICATION

<b>Position Title:</b>	Executive Director of Institutional Effectiveness
<b>Department:</b>	Institutional Effectiveness
<b>Employment Classification:</b>	Management – Exempt
<b>Status:</b>	Full-Time
<b>Reports To:</b>	President
<b>Date Written:</b>	March 5, 2020
<b>Revision Date(s):</b>	

### GENERAL NARRATIVE DESCRIPTION OF POSITION

The Executive Director of Institutional Effectiveness oversees the college functions of grant coordination, Human Resources/Payroll, Risk Management, Strategic Planning and Accreditation. This position also participates in key decision making, strategic planning and campus initiatives. This position is part of the President's Council.

This position serves as the Director of Human Resources, providing expertise to CGCC in meeting business best practices and employee relations objectives. Oversees payroll, staffing retention and recruitment, compensation analysis and benefits, performance management, workplace safety compliance, employee leave administration, professional development and training, policy interpretation, volunteer processes, and other employee issues with respect to policies and local, state and federal employment laws.

### ESSENTIAL JOB FUNCTIONS

1. Achieves financial objectives by reviewing, approving and managing budget expenditures.
2. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
3. Performs special projects or research tasks as needed
4. Accomplishes other tasks as may be required and assigned by the President of the College.

### Human Resources

1. Provide direction, consultation, training and dissemination of human resources-related information to management, staff, Board and Union.
2. Provide oversight of labor relations, including negotiating and administering the collective bargaining agreements.
3. Research, interpret, revise and create workplace policies and procedures related to HR practices. Maintain current knowledge of latest employment law decisions and performance standards to meet compliance. Attend training as needed to ensure knowledge base.

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4. Prepare job descriptions to meet organizational recruitment, ADA and salary administration needs.
5. Provide oversight for all hires, terminations, call-backs and transfers of employees. Ensure policies and procedures are followed.
6. Oversee employee relations and grievance issues, providing guidance on consistent application of policies and/or decisions.
7. Facilitate discipline and termination procedures when necessary.
8. Administer and manage compensation activities and plan.
9. Manage requests for wage changes, position level adjustments, and new positions.
10. Ensure compliance with FLSA, Bargaining Agreements and college administrative rules and operating procedures.
11. Process paperwork, compile timely reports, and meet governing bodies' and committees' needs with necessary metrics. Present material at appropriate meetings.
12. Provide information to staff regarding issues related to HR functions or support.
13. Respond to staff complaints, following conflict resolution and/or grievance procedures and other internal guidelines. Perform necessary investigations and documentation when warranted. Provide training or present information to staff on a wide variety of HR and management issues.
14. Manage updates to personnel files. Establish and maintain security and confidentiality of both paper and electronic files.
15. Ensure staff performance evaluations are completed on time; report to President as needed for follow-up.
16. Oversee, approve and monitor payroll processing.

#### **Grants**

1. Actively pursue grant opportunities from local, state, national and foundation funding sources.
2. Keep a master timeline of all grants awarded to CGCC and the deliverables.
3. Work with designated individuals to ensure that deliverables are met and that reports are submitted in a timely manner.

#### **Strategic Planning and Accreditation**

1. Provide guidance and support, as needed, to the Director of Strategic Planning and Accreditation

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

#### **SUPERVISES THE FOLLOWING STAFF**

- Payroll and Benefits Manager
- Director of Strategic Planning and Accreditation

#### **REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE**

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- **Post Secondary:** Bachelor's degree required. Degree must be from an accredited institution. A lesser degree may be accepted with sufficient combination of certification, education and experience.
- **Job Specific Training:** SHRM-SCP; SHRM-CP or SCP, or IPMA-Certificate preferred. Computer literate and comfortable with Microsoft Windows, Microsoft Office applications, and the Internet
- **Job Related Experience:** 3-5 years of demonstrated executive level work in one or more applicable functional areas. Experience with grant coordination preferred.

## **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS**

As a key element of this position, the employee must possess leadership and management skills as well as the ability to know when to utilize them, as well as team building and team membership skills. The employee must be able to work effectively with a wide variety of college, community and governmental agencies.

### **LEADERSHIP**

- Proactive Leader - Works well without close supervision
- Work well as a member of a team
- Strong communication abilities
- Value community, bring a spirit of enthusiasm, energy and multi-cultural awareness
- Demonstrate core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning
- Maintain self in a professional manner

### **PLANNING**

- Able to help groups develop strategic plans
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

### **MANAGEMENT**

- Follow through to completion of assigned tasks.
- Utilize good management techniques
- Human resource management skills and fiscal management skills
- Working knowledge of HRIS databases
- Demonstrate knowledge and good judgment in matters of college administrative rules and operating procedures

## **WORKING CONDITIONS**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required use hands to finger, handle, or operate computers, objects, tools, or controls, and reach with hands and arms.

- The employee must occasionally lift and/or move up to 30 pounds, climb ladders, stand for long periods of time, operate machinery and drive CGCC vehicles. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.
- Position may require frequent bending, stooping and walking.