

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DEAN, RESEARCH, PLANNING & DEVELOPMENT**

DEFINITION:

Under the general direction of the College President, the Dean, Research, Planning & Development, is responsible for administering, directing, and supervising campus planning, research, program evaluation, and budgeting efforts; and for providing guidance and support for organizational development activities.

EXAMPLES OF DUTIES:

1. Provides supervision, administrative direction, and leadership to the committees assigned to prepare and update the annual campus plan; the educational master plan; the facilities master plan; the technology master plan; and the Partnership for Excellence plan.
2. Provides administrative direction for the Budget Committee and other committees assigned to identify funding sources to support campus-planning efforts.
3. Provides administrative direction to the Program Review Committee.
4. Provides administrative direction and leadership in the accreditation process for the campus.
5. Prepares national, state, and local reports for the College, including the Integrated Postsecondary Education Data System (IPEDS) report.
6. Provides supervision and administrative direction for the Office of Institutional Research.
7. Provides supervision and administrative direction for the Office of Professional Development, and serves as the administrative support for the Professional Development Committee.
8. Coordinates grant applications.
9. Works with the Vice President of Instruction and Student Services and the division deans to provide effective orientation and on-going in-service training for department heads.
10. Works with the division deans and the department heads to provide effective orientation and on-going in-service training for all full- and part-time faculty and staff.
11. Coordinates one or more college-wide initiatives for the improvement of programs or services.
12. Prepares planning and budgeting priorities for the administrative unit, working in consultation with department heads in accordance with the campus budget process.
13. Develops and generates statistical data and reports.
14. Develops and implements accountability procedures and systems.
15. Serves as the line supervisor for all academic and classified staff reporting to the administrative office including the Office of Institutional Research and the Office Professional Development.
16. Directs the work of department heads to ensure compliance with administrative procedures, policies, and regulations.
17. Monitors budget and authorizes budget expenditures.
18. Represents the perspectives of the administrative unit when attending College meetings and shares information obtained in College meetings with departmental faculty and staff.

19. Maintains accessibility and strong lines of communication with administrators, faculty, and staff.
20. Participates in and/or attends institutional functions related to the instructional and student services program, such as convocations, student performances, and other related events.
21. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

The successful completion of an appropriate Master's degree (or equivalent, as established by District policy) in a subject field typically taught in, or in a service area provided by, the division.

Three years of increasingly responsible educational experience, at least one of which demonstrates responsibility for administrative functions (e.g., department head, division dean, or administrative intern).

Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

Knowledge

Knowledge of California Community College philosophy and mission; Title 5 regulations, California Community College Education Code; management and supervision principles; budgetary management; and modern technology relevant to division.

Ability to

Ability to communicate effectively both orally and in writing; work collaboratively with faculty, staff, and administrators; supervise and direct staff; manage the budget effectively; develop and maintain contacts with local schools and agencies; and to create and develop new programs.

Board Approved: 6/20/2019

Range: 21