

## DEAN, LIBERAL ARTS AND SCIENCES

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### DEFINITION:

Under executive direction, to provide leadership, direction, planning and administrative responsibility for faculty, staff and educational programs in English, Fine Arts, Math, Science and Social Science departments, as well as the MESA program; to administer the Liberal Arts and Sciences budget; to coordinate Liberal Arts and Sciences with other campus departments and functions; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This is an administrative classification with overall responsibility for a major area of campus operations. This classification is distinguished from Vice President, Academic Affairs, which is an executive class with broad latitude and authority for overall academic operations.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, manages and administers the operations of the Liberal Arts and Sciences division;
- Establishes goals, objectives, policies and standards for the division; evaluates applicable federal, state and local regulations, policies and procedures and ensures compliance;
- Directly and through subordinate managers, manages, directs, assigns and evaluates the daily work of faculty and classified staff; trains employees in work procedures, standards and requirements; interviews and recommends selection of job applicants, appraises employee performance, conducts counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Oversees curriculum development, advising faculty on development, providing technical review and writing assistance, reviewing and approving submittals, coordinating with committee and department chairs, and ensuring compliance with state, articulation and legal issues;
- Develops class schedules for Liberal Arts and Sciences including planning, staff utilization, load calculations, general education offerings, off campus classes, and block courses;
- Serves on a variety of internal and external committees, meetings and organizations, representing Liberal Arts and Sciences to coordinate operations, conduct outreach, establish cooperative relationships, and resolve problems.
- Develops and administers the Liberal Arts and Sciences budget; monitoring and approving expenditures, ensuring proper fund allocations, and researching and approving grant expenditures;
- Investigates, evaluates and resolves a variety of complex issues and problems such as faculty-student conflicts, grade dispute reviews, conflict arbitration, grievances, cheating and honesty accusations, etc.;
- Prepares full time and part time load and salary step calculations, overloads, office hours and other matters to ensure accurate payroll for faculty;

- Oversees the scheduling, coordination and use of facilities and equipment for instruction and participates in long and short term planning;
- Prepares and maintains a variety of reports, correspondence, records and other written materials.

### **MINIMUM QUALIFICATIONS:**

#### Knowledge of:

Administrative principles and methods including goal setting, program and budget development and implementation, and employee supervision and evaluation.

Principles and practices of curriculum development and evaluation.

Principles and methods of instruction at the community college level.

Applicable laws, codes regulations and requirements.

One or more fields within Liberal Arts and Sciences.

#### Skill in:

Planning, organizing, assigning, directing and reviewing a major faculty division and assigned program areas.

Selecting, training, motivating and evaluating faculty, classified and supervisory staff.

Developing, implementing, and interpreting goals, objectives, curricula, policies, procedures and work standards.

Analyzing complex problems, evaluating alternatives, and implementing effective courses of action.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Representing assigned areas effectively in meetings with others.

Preparing clear and concise reports, correspondence and other written materials.

#### Other Requirements:

As an exempt employee, the incumbent may be asked to work variable schedules. Must possess a valid California driver's license and have a satisfactory driving record. In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Master's degree in a relevant field, and five years of academic experience including at least one year in a supervisory or administrative capacity.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting.