

COLUMBIA GORGE COMMUNITY COLLEGE

400 EAST SCENIC DRIVE
THE DALLES, OREGON 97058
(541) 506-6000 • www.cgcc.cc.or.us

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Chief Financial Officer
Department:	Administrator
Employee Classification:	Management - Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	August 18, 1989
Revision Date(s):	January 6, 2005; May 10, 2011

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Chief Financial Officer (CFO) administers a program of business services for the College, including budgeting, accounting, payroll, purchasing, financial reporting, audits, insurance, and other services as assigned. The Chief Financial Officer supervises all staff in the Accounting Department, and performs other duties as assigned by the President. The CFO reports directly to the President and is a full participating member of the Columbia Gorge Community College Executive Leadership Team.

ESSENTIAL JOB FUNCTIONS

1. Provides a complete set of financial records for the College, including a general ledger and supporting journals and files.
2. Prepares all fiscal and budgets reports, including monthly financial statements (balance sheet and revenue and expenditure reports by cost center and special fund) for all departments, and all reports required for the annual audit, board meetings, and other agency reports.
3. Assist with the development or implementation of computer software programs necessary for an efficient budgeting, accounting, and reporting program.
4. Is responsible for the collection, custody, and disbursement of all monies belonging to the College.
5. Is responsible for the investment of all funds surplus to current requirements as directed by the Board of Education.
6. Administers district debt service activities, including issuance, reporting, and payments.
7. Maintains all payroll records of the employees of the district.
8. Administers payroll tax reporting.

Columbia Gorge Community College is an equal opportunity educator and employer.

9. Administers employee benefits.
10. Is responsible for leave administration.
11. **Administers property, liability and workers' compensation insurance.**
12. Administers unclaimed property reporting.
13. Establishes a procedure for the collection of fees for various activities and departments on campus.
14. Serves as designated district official liaison to the Oregon State Archivist.
15. Initiates action and coordinates, with the President, procedures to be followed in filling support staff and confidential-supervisory vacancies in accordance with College Board policies.
16. Supervises, evaluates, and recommends the employment and dismissal of all support staff and professional staff in the Business Office and Book Store.
17. Administers the operation of the College Book Store through the Book Store personnel.
18. Works with Financial Aid staff to secure, disburse, and account for all student financial aid funds.
19. Demonstrates abilities in human resource management and labor relations.
20. Serves as a designated College official for sexual discrimination or harassment claims.
21. Meets all State and Federal financial reporting requirements.
22. Performs all other Business Office functions, and other related duties as assigned by the President.

SUPERVISES THE FOLLOWING STAFF

1. Accountants
2. Accounting Specialists
3. Book Store Specialist
4. Secretary
5. Student workers

REQUIRED EDUCATION AND EXPERIENCE

- **Post Secondary:-** Bachelor's Degree in Business Administration or related field
- **Job Specific Training:** Knowledge of computer software (word processing, spreadsheet, accounting, Point-of-Sale, and others).
- **Job Related Experience:** Knowledge of Oregon statutes on budgeting, finance, fiscal operations, election processes, ballot measures, public meetings law, bid and grant proposals. 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, labor relations and taxation.
- **Specific Experience:** Three to five years experience in public administration. Municipal accounting experience or related field. Minimum one year supervisory experience. Human resource management and labor relations experience.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

Columbia Gorge Community College is an equal opportunity educator and employer.

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 also be able to work effectively with a wide variety of college, community and governmental agencies as a team player.

LEADERSHIP (Personal Qualifications)

- Proactive Leader - Works well without close supervision
- Works well as a member of a team
- Strong communication abilities, able to collaborate and be a team player.
- Values community, brings a spirit of enthusiasm and energy and multi-cultural awareness
- Demonstrates core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Possesses good communication skills (writing, spelling, listening, and speaking).
- Able to work evenings and weekends
- Dresses and maintains self in a professional manner

PLANNING (Skills)

- Demonstrates knowledge and good judgment in matters of college policy and procedures.
- Able to help targeted minorities
- Able to help groups develop strategic plans
- Student- focused, understands teaching and learning, supports the use of technology in the delivery of instruction as well as understands the challenges that faculty and students face in its implementation.
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes.

MANAGEMENT (Knowledge)

- Follows through to completion of assigned tasks.
- Utilizes good management techniques
- Possesses problem solving and decision-making abilities
- Human resource management skills and fiscal management skills
- Proficiency in computer applications - Demonstrates proficiency in word processing, spreadsheet, and databases..
- Demonstrates 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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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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PRESENTED BY: _____
Saundra Buchanan, Chief Financial Officer **DATE** _____

REVIEWED BY: _____
Robb VanCleave, Chief Talent & Strategy Officer **DATE** _____

APPROVED BY: _____
Dr. Frank Toda, President **DATE** _____

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

Robb Van Cleave, Chief Talent and Strategy Officer

Office: Rm 2.422

Phone: 541-506-6151

For Educational Programs

Dr. Susan J. Wolff, Chief Academic Officer

Office: Rm 2.103

Phone: 541-506-6031

For Student Programs, Activities, and Services

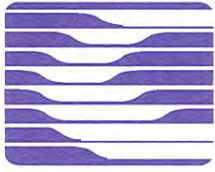
Karen Carter, Chief Student Services Officer

Office: Rm 3.223

Phone: 541-506-6013

To Request Accommodations and Contact for Special Needs

Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's ADA Coordinator Lori Ufford at 541-506-6025 or the Event Coordinator in a timely manner. 541-506-6016 (TTD)



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JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Chief Talent and Strategy Officer
Department:	Executive Leadership Team
Employment Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	April 10, 2006
Revision Date(s):	February 9, 2009

GENERAL NARRATIVE DESCRIPTION OF POSITION

Human Resources/Strategic Planning

The Chief Talent and Strategy Officer (CTSO) maintains and **enhances the Organization's** Human Resources and Strategic Planning at Columbia Gorge Community College. The position is responsible for creating and maintaining the annual Human Resources budget. The CTSO reports directly to the President and is a full participating member of the Columbia Gorge Community College Executive Leadership Team.

Facilities

The CTSO provides leadership for the facilities, grounds, custodial, utilities and project planning design and construction operations of the College. The position is responsible for providing strategic direction for all major facility projects and direct day-to-day operations to ensure **long term durability of the College's facilities**. He/she maintains a strong emphasis on customer-oriented service; provides vision and leadership that includes cost-effective operation, maintenance, and repair services for buildings, utilities, equipment and motor vehicles; and ensures a safe, pleasant and appropriate environment for all employees, students and guests of the College.

ESSENTIAL JOB FUNCTIONS

Human Resources/Strategic Planning

1. Provides leadership in ongoing strategic planning for the college.
2. Maintains the work structures by updating job requirement and job descriptions for all positions.
3. Secures and maintains qualified employees by developing, establishing and maintaining

- recruiting, selection, orientation and training programs.
4. Achieves financial objectives by forecasting requirements; preparing a budget; managing expenditures.
 5. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
 6. Maintains working relationship with organized labor by preparing for and representing the organization during negotiations; administering the collective bargaining agreements; resolving grievances.
 7. Oversees hiring process of staff, full-time faculty, and Nursing faculty.
 8. Responsible for establishing titles and individual compensation for new hires.
 9. Responsible for maintaining and implementing compensation plan.
 10. Maintains historical human resources records by establishing and controlling records management storage and retrieval systems.
 11. Enhances organization effectiveness by preparing, updating, and recommending human resource policies and procedures; identifying and analyzing current circumstances; preparing, updating, recommending, and implementing organizational development interventions.
 12. Improves and maintains employee relations by identifying and responding to concerns; developing morale-building programs.
 13. Maintains management guidelines by preparing, updating and recommending human resource policies and procedures.
 14. Maintains human resources staff and results by recruiting, selecting, orienting, training, coaching, counseling and disciplining employees; planning, monitoring and appraising job results; developing personal growth opportunities.
 15. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 16. Serve as the employment civil rights officer for the college.
 17. Recruits all college employees except part-time faculty.
 18. Manages cost centers within the general fund budget and special funds
 19. Coordinates special projects, work sessions or research tasks as needed
 20. Prepares and distributes requested reports
 21. Develops and administers employee ethics policy
 22. Accomplishes other tasks as may be required and assigned by the President of the College.

Facilities

1. Under the direction of the President, prepares the annual operational budget for the operation of maintenance of the campus facilities.
2. Facilitates development and implementation of a set of policies and decision-making processes for short- and long-term space allocation that are fully integrated into the institutional strategic plan.
3. Evaluates existing facilities and advises College administrators concerning future uses of facilities.
4. Promotes environmentally innovative and financially sound construction and facilities management practices.

5. Supervises and administrates Facilities Department staff including the Facilities Supervisor and Purchasing, Procurement and Facilities Projects Coordinator.
6. Responsible for proposing and implementing facilities department budget and maintenance line items for all campus structures.
7. Meets with committees for long-range planning and campus development
8. Assumes responsibility for planning, implementing, supervising, and evaluating the organizational entities within the Facilities Department.
9. Manages the overall quality of all Facilities Department functions and initiatives; ensure that they are cost-effective and mission-driven.
10. Aligns **the Facilities Department operating and strategic goals with the College's overall mission and operating goals.**
11. Links Facilities Department operating and strategic goals to strategic plans in other divisions.
12. Oversees disaster preparedness
13. Accomplishes other tasks as may be required and assigned by the President of the College.

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

- Confidential Administrative Assistant
- Facilities Services management and staff and student workers

REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE

Human Resources/Strategic Planning

- **Post Secondary:** A Bachelor's degree required. A Master's Degree is preferred. Degree must be from an accredited institution.
- **Job Specific Training:** SPHR Certificate preferred. Computer literate and comfortable with Microsoft Windows, Microsoft Office applications, and the Internet
- **Job Related Experience:** Demonstrated work in human resources, organizing, planning, directing, and budgeting of programs for at least five years required.

Facilities

- **Post Secondary:** Associate Degree or other post-secondary education preferred or equivalent work experience
- **Job Specific Training:** Training in mechanical and electrical systems
- **Job Related Experience:** Minimum of five years plant maintenance in a government or industry including supervision and inspection of construction
- **Specific Experience:** Specific experience in heating and air conditioning

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

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LEADERSHIP

- Proactive Leader - Works well without close supervision
- Works well as a member of a team
- Strong communication abilities, able to collaborate and be a team player.
- Values community, brings a spirit of enthusiasm and energy and multi-cultural awareness
- Demonstrates core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Possesses good communication skills (writing, spelling, listening, and speaking).
- Dresses and maintains self in a professional manner

PLANNING

- Demonstrates knowledge and good judgment in matters of college policy and procedures.
- Able to help targeted minorities
- Able to help groups develop strategic plans
- Student- focused, understands teaching and learning, supports the use of technology in the delivery of instruction as well as understands the challenges that faculty and students face in its implementation.
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes.

MANAGEMENT

- Follows through to completion of assigned tasks.
- Utilizes good management techniques
- Possesses problem solving and decision-making abilities
- Human resource management skills and fiscal management skills
- Proficiency in computer applications - Demonstrates proficiency in word processing, spreadsheet, and databases.
- Able to work evenings and weekends.
- Demonstrates knowledge and good judgment in matters of college 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 frequently required to walk distances; use hands to finger,

handle, or operate computers, objects, tools, or controls; and reach with hands and arms. May require climbing and working from ladders.

- The employee must occasionally lift, and/or move up to 50 pounds and occasionally move or lift up to 100 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, work is both indoors and outdoors and exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly may present a health hazard.

PRESENTED BY:

Robb VanCleave, Chief Talent & Strategy Officer

DATE

REVIEWED BY:

Robb VanCleave, Chief Talent & Strategy Officer

DATE

APPROVED BY:

Dr. Frank Toda, President

DATE

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Office: Rm 2.422

Phone: 541-506-6151

For Educational Programs

Dr. Susan J. Wolff, Chief Academic Officer

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JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Chief Academic Officer
Department:	Administrator
Employee Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	April 14, 2004
Revised Date:	June 5, 2008; November 16, 2010

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Chief Academic Officer (CAO) provides leadership in credit and non-credit instructional planning, workforce development and customized training, library services, distance education and instructional technology, curriculum services, program development, class scheduling; faculty recruitment, development, and retention; instructional operational systems development and management, and instructional staff development. The CAO is responsible for the fiscal and human resource management related to instructional programs. The Chief Academic Officer supervises, coordinates, and evaluates faculty, instructional program directors, coordinators, and other designated instructional support staff. The CAO provides leadership to the instructional department chairs, Curriculum Committee and Academic Standards Committee.

The CAO works closely with other members of the Executive Leadership Team in the planning and execution of the college mission, vision, and goals. The Chief Academic Officer develops and implements the Academic Master Plan, has lead responsibility for the college-wide student learning, program, and course outcomes and assessment initiatives. The CAO serves as the Accreditation Liaison to the Northwest Commission on Colleges and Universities. The CAO reports directly to the President and is a full participating member of the Columbia Gorge Community College Executive Leadership Team.

ESSENTIAL JOB FUNCTIONS

The Chief Academic Officer has duties and responsibilities that include, but are not limited to, the following:

1. Provide leadership in attaining the College's mission, vision, and goals within the

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- College's Strategic Master Plan.
2. Develops and implements the Academic Master Plan.
 3. Develop and monitor the instructional budget.
 4. Provide collaborative leadership and guidance to faculty and instructional staff in developing and delivering College programs and carrying out instructional procedures.
 5. Direct the development of operational policies, structures, and systems for Instructional Services in order to provide optimal teaching and learning experiences. Foster innovation and creativity.
 6. Provide leadership to the instructional delivery and enhancement of curriculum ensuring classes and programs that reflect "best practices" in education.
 7. Leads the development of program articulation agreements and degree partnerships with other higher education institutions.
 8. Oversee the recruitment and hiring of instructional staff members in accordance with established policies.
 9. Ensure uniform implementation of the faculty development and evaluation program.
 10. Plan and facilitate faculty in-service, training opportunities, and instructional staff development.
 11. Promote positive communication among faculty, staff, and students which supports excellence in teaching and learning.
 12. Develop an organizational climate that coordinates and supports staff in accomplishing instructional goals and activities.
 13. Provide leadership in the development of college library services.
 14. Provide leadership to Department Chairs, Curriculum Committee, and Academic Standards Committee.
 15. Provide leadership in the implementation of a distance education program and instructional technology.
 16. Direct the development of the course master and annual schedule of classes.
 17. Assist with the research, writing, and supervision of appropriate grant funding activities.
 18. Supervise preparation of follow-up studies and other relevant research and reports.
 19. Lead institutional and program specific accreditation activities.
 20. Supervise the development of plans for instructional programs.
 21. Assist with student recruitment, retention, public relations, and marketing of the College and its educational programs.
 22. Participate on the college's Executive Leadership Team and attend College Board of Education meetings.
 21. Collaborate with business, industry, workforce partners, community agencies and organizations to create and offer academic and workforce education and training.
 23. Represent the College in instructional matters in the community, state, regional and national organizations and agencies.

24. Assist with the development of College publications, including the catalog, schedule of classes, brochures, and other materials marketing the College's instructional programs.
25. Performs all 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

- Credit and non-credit faculty, Instructional Directors, Coordinators, staff, and student workers.

EXPERIENCE

- Five or more years of instructional leadership experience at the postsecondary level including planning, developing curriculum, hiring and supervising faculty and staff, budgeting, and community relations. College level teaching, knowledge of accreditation, workforce and economic development, career and technical education, K-12 requirements, grant funding and management, and legislative experience preferred. Computer and technology literate.

EDUCATIONAL BACKGROUND

- Masters degree in post-secondary instructional administration, education, planning, or one of the disciplines taught at the college. Degree must be from an accredited institution.

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. Also key are team building and team membership skills. The employee must also be able to work effectively with a wide variety of college, community and governmental agencies as a team player.

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).

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- Value community, bring a spirit of enthusiasm and energy, and demonstrate multi-cultural awareness
- 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)

- Demonstrate knowledge and good judgment in matters of college policy and procedures.
- Use effective strategic planning 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
- Be proficient in the use of computer applications
- Demonstrate knowledge and good judgment in matters of college 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 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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Able to work evenings and weekends

PRESENTED BY: _____ **DATE** _____
Dr. Susan Wolff, Chief Academic Officer

REVIEWED BY: _____ **DATE** _____
Robb VanCleave, Chief Talent & Strategy Officer

APPROVED BY: _____ **DATE** _____
Dr. Frank Toda, President

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JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Chief Technology Officer
Department: Administrator
Employee Classification: Management – Exempt
Status: Full-Time
Reports To: President, Columbia Gorge Community College
Date Written: June 22, 2001
Revised Date(s): July 26, 2010; January 6, 2005

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Chief Technology Officer (CTO) is responsible for managing, supporting and approving the purchasing of all computer hardware, software and operating systems, and management of the college's phone system. The CTO leads a team of technicians and reports directly to the President and is a member of the Columbia Gorge Community College Executive Leadership Team.

ESSENTIAL JOB FUNCTIONS

Item #1: Network Administrator - Manage (and supervise the management of) users access to the college network, Network accounts, Email accounts, Web site access accounts, Remote access accounts

- Modify Network user security as users access needs change
- Old user maintenance
- Network Server maintenance
- Design and maintain the Network wiring backbone and infrastructure
- Disk management
- Exercise security measures
- System Backup
- Network Printer access
- Create and maintain TCP/IP workstation addresses
- Maintain Internet connectivity

Item #2: Oversees the selections, designs, installations, testings, de-buggings, modifications and maintenances of the hardware, network, and software necessary to operate and improve the present information management system.

- Network switch monitoring and maintenance - Upgrade firmware as needed
- Install Network operation system patches and upgrades as needed
- Upgrade server hardware as needed
- **Maintain College's email and scheduling system (GroupWise)** - Upgrade as needed
- **Maintain College's Anti-Virus** programs and data

Item #3: Provide leadership for College Strategic Planning

Item #4: Oversees routine preventive maintenance on hardware; problem solves non-routine maintenance problems.

Item #5: Plans, develops and reviews software applications to support College operations:

Item #6: Recommends procedures and policies regarding the use of software and hardware.

Item #7: Assist in obtaining and preparing data for decision-making, planning and evaluation.

Item #8: Maintains and assures the confidentiality of data.

Item #9: Represents CGCC at State meetings, Oregon Community College Information Technology Association.

Item #10: Performs research related to planning, decision-making, and institutional effectiveness.

Item #11: Prepares appropriate written documentation for computer programs, applications, and procedures.

Item #12: Accomplishes other tasks as may be required and assigned by the President of the College.

Item #13: Supervise professional and non-exempt staff

Item #14: Provide technical direction to Computer Lab Aides

Item #15: Manage Web site development

- Plan and direct web site development.

Item #16: WAN communication management & oversight

- Maintain DHCP tables
 - Define specific IP numbers
 - Define open address pool
- Assign PCC IP numbers as needed
- Verify that appropriate network protocols, settings and programs are installed on required workstations

Item #17: Goodwill technical assistance to College tenants - As determined by the College President

Item #18: Windows web server management and oversight

- Maintain WEB author users
- Maintain FTP user access
- Define & maintain folder level security
- General server administration, support and monitoring.

Item #19: Windows Citrix MetaFrame Server Management

- Maintain MetaFrame remote access users
 - Define Windows Domain account parameters for use with MetaFrame
 - Correct passwords to match Netware
- Provide software and services for remote access users
- General server administration, support, monitoring and backing up.

Item #20: Phone system management - Supervise the maintenance of the phone system

Item #21: Manages cost centers within general fund budget and special funds

Item #22: Active participant in CGCC's Executive Leadership Team

Item #23: Active participant in CGCC's Long Term Planning

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SUPERVISES THE FOLLOWING STAFF

- Computer Support Technicians (2)
- Network Specialist
- Indirectly supervise Lab Aide on technical projects
- ITS Administrative Assistant

REQUIRED EDUCATION AND EXPERIENCE

- **Post Secondary:-** Associate Degree or other post-secondary education preferred or equivalent work experience
- **Job Specific Training:** Training in computer hardware and software systems to include operating systems and applications systems.
- **Job Related Experience:** Specific experience in computer hardware and software systems to include operating systems and applications systems

- **Specific Experience:** Minimum of five years information technology experience in government or industry including supervision of technology systems (WAN, LAN, VLAN, Network Applications, Newport Security, Cloud Computing, Computer Hardware).

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. Also key are team building and team membership skills. The employee must also be able to work effectively with a wide variety of college, community and governmental agencies as a team player.

LEADERSHIP (Personal Qualifications)

- Proactive Leader - Works well without close supervision
- Works well as a member of a team
- Strong communication abilities, able to collaborate and be a team player.
- Values community, brings a spirit of enthusiasm and energy and multi-cultural awareness
- Demonstrates core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Possesses good communication skills (writing, spelling, listening, and speaking).
- Able to work evenings and weekends
- Dresses and maintains self in a professional manner

PLANNING (Skills)

- Demonstrates knowledge and good judgment in matters of college policy and procedures.
- Able to help targeted minorities
- Able to help groups develop strategic plans
- Student- focused, understands teaching and learning, supports the use of technology in the delivery of instruction as well as understands the challenges that faculty and students face in its implementation.
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes.

MANAGEMENT (Knowledge)

- Follows through to completion of assigned tasks.
- Utilizes good management techniques
- Possesses problem solving and decision-making abilities
- Human resource management skills and fiscal management skills
- Proficiency in computer applications - Demonstrates proficiency in word processing, spreadsheet, and databases..
- Demonstrates 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.

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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PRESENTED BY: _____
Bill Bohn, Chief Technology Officer **DATE** _____

REVIEWED BY: _____
Robb VanCleave, Chief Talent & Strategy Officer **DATE** _____

APPROVED BY: _____
Dr. Frank Toda, President **DATE** _____

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

Robb Van Cleave, Chief Talent and Strategy Officer

Office: Rm 2.422

Phone: 541-506-6151

For Educational Programs

Dr. Susan J. Wolff, Chief Academic Officer

Office: Rm 2.103

Phone: 541-506-6031

For Student Programs, Activities, and Services

Karen Carter, Chief Student Services Officer

Office: Rm 3.223

Phone: 541-506-6013

To Request Accommodations and Contact for Special Needs

Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's ADA Coordinator Lori Ufford at 541-506-6025 or the Event Coordinator in a timely manner. 541-506-6016 (TTD)



COLUMBIA GORGE COMMUNITY COLLEGE

400 EAST SCENIC DRIVE
THE DALLES, OREGON 97058
(541) 506-6000 • www.cgcc.cc.or.us

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Chief Institutional Advancement Officer
Department:	Executive Leadership Team
Employee Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	April 10, 2006
Revision Date(s):	November 16, 2010

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Chief Institutional Advancement Officer (CIAO) is responsible for increasing the assets and the public/private support for the college. Areas of responsibility will include the oversight of grants and contracts, the Columbia Gorge Community College Foundation, business development, community development, and economic development. The CIAO reports directly to the President and is a full participating member of the Columbia Gorge Community College Executive Leadership Team

ESSENTIAL JOB FUNCTIONS

1. Directs the Office of Resource Development.
 2. Serves as the Executive Director of the Columbia Gorge Community College Foundation.
 3. Acquires resources for Columbia Gorge Community College.
 4. Investigates grant opportunities to support existing and new programs and services at the college.
 5. Submits grant requests that will support the mission and goals of the college.
 6. Monitors grant and contract activities at the college.
 7. Represents the college in local and regional economic development activities.
 8. Works closely with businesses, organizations and agencies to maximize service and build partnerships.
 9. Oversees the Small Business Development Center.
 10. Serves on the Small Business Development Center Advisory Committee.
 11. Represents the college in local and regional community development activities.
 12. Completes public relations and communications operational requirements by developing and disseminating information internally and externally; maintaining rapport with community and media representatives; responding to and analyzing requests.
 13. Distributes information to the media as requested or scheduled.
 14. Formulates, determines, and effectuates management policies and procedures.
 15. Manages cost centers within the general fund budget and special funds
- Columbia Gorge Community College is an equal opportunity educator and employer.*

16. Coordinates special projects, work sessions or research tasks as needed
17. Prepares and distributes requested reports
18. Accomplishes other tasks as may be required and assigned by the President of the College.

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

- Child Care Partners Coordinator
- Resource Development Center Coordinator
- Small Business Development Center Director
- Small Business Development Center Administrative Assistant

EXPERIENCE

- **Job Specific Training:** Computer literate and comfortable with Microsoft Windows, Microsoft Office applications, and the Internet
- **Job Related Experience:** Demonstrated work in organizing, planning, directing, and budgeting of programs for at least five years required.
- **Desired Experience:** Business management, resource development, economic development and/or grant writing.

EDUCATIONAL BACKGROUND

- **Post Secondary:** A Bachelor's degree is required. A Master's Degree is preferred. Degree must be from an accredited institution.

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. Also key are team building and team membership skills. The employee must also be able to work effectively with a wide variety of college, community and governmental agencies as a team player.

LEADERSHIP

- Proactive Leader - Works well without close supervision
- Works well as a member of a team
- Strong communication abilities, able to collaborate and be a team player.
- Values community, brings a spirit of enthusiasm and energy and multi-cultural awareness
- Demonstrates core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Possesses good communication skills (writing, spelling, listening, and speaking).

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- Dresses and maintains self in a professional manner

PLANNING

- Demonstrates knowledge and good judgment in matters of college policy and procedures.
- Able to help targeted minorities
- Able to help groups develop strategic plans
- Student-focused, understands teaching and learning, supports the use of technology in the delivery of instruction as well as understands the challenges that faculty and students face in its implementation.
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes.

MANAGEMENT

- Follows through to completion of assigned tasks.
- Utilizes good management techniques
- Possesses problem-solving and decision-making abilities
- Human resource management skills and fiscal management skills
- Proficiency in computer applications - Demonstrates proficiency in word processing, spreadsheet, and databases.
- Able to work evenings and weekends.
- Demonstrates 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.

- 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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PRESENTED BY:

Dan Spatz, Chief Institutional Advancement Officer **DATE**

REVIEWED BY:

Robb VanCleave, Chief Talent & Strategy Officer **DATE**

APPROVED BY:

Dr. Frank Toda, President **DATE**

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*Dr. Susan J. Wolff, Chief Academic Officer
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*Karen Carter, Chief Student Services Officer
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JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Chief Student Services Officer
Department:	Administrator
Employee Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	September 18, 1996
Revision Date(s):	March 7, 2005; January 14, 2008; August 3, 2010

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Chief Student Services Officer is responsible for all student services and institutional research. Student services include all aspects of admissions, registration, student records, financial aid, advising, student life and student recognition. The Chief Student Services Officer provides leadership in student services planning, student operational support systems, student recruitment, development, and retention. The Chief Student Services Officer is also responsible for the fiscal management and human resource management related to student services and as such, supervises, coordinates, and evaluates student support staff. The Chief Student Services Officer works closely with the Chief Academic Officer to ensure coordination between student and instructional services programs which supports student success. The Chief Student Services Officer reports directly to the President and is a full participating member of the Columbia Gorge Community College Executive Leadership Team.

ESSENTIAL JOB FUNCTIONS

The Chief Student Services Officer has duties and responsibilities that include, but are not limited to, the following:

1. Leadership and administration of student recruitment and retention programs at the College.
2. Development of policies and procedures for admissions and registration.
3. Management of admissions to limited entry programs.
4. Administration of academic advising services including services to new students, students with disabilities, on-line advising, placement testing, career

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- services, and Expanded Options program.
5. Supervision of financial aid programs including quarterly application and selection process for CGCC Foundation scholarships. Responsible for development of annual Foundation scholarship budget and timeline for scholarship process. Liaison to Portland Community College Director of Financial Aid.
 6. Leadership and coordination of the 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 Chief Academic Officer, and Career Pathways brochures.
 7. Responsibility for integrity of student records, including verification of RogueNet and Banner data. Supervision of quarterly processing of class rosters and student grading.
 8. Investigates, addresses, and resolves problems, grievances, and complaints related to student rights and responsibility and student grievance policies.
 9. Evaluation of student transcripts for transfer of credits and for completion of graduation requirements for Nursing and Renewable Energy Technology programs.
 10. Responsibility for data entry of credit and non-credit course information into RogueNet.
 11. Compilation of enrollment and student data for OCCURS (Oregon Community College Unified Reporting System), IPEDS, and Student Right to Know reports. Production of internal reports for enrollment management and course planning. Compilation of data for annual Student Profile, student surveys, and other reports as requested.
 12. Collaboration on college-wide institutional effectiveness program. Perform institutional research as directed by President and others. Develop, implement, and monitor outcomes assessment program.
 13. Responds to questions from college departments and external agencies regarding complex issues or policies impacting student programs and services.
 14. Responsibility for implementation of RogueNet Student and Course modules, training faculty and staff on accessing student data, and implementation of program functions.
 15. Administration of staff training for use of Portland Community College's Banner system. Act as College liaison with PCC Banner administrators regarding use, maintenance, data transfer, and training issues for Banner.
 16. Responsibility for student events such as graduation, Honors reception, and other recognition activities.
 17. Propose, justify, and monitor Student Services budget.
 18. Responsibility for publication of Campus View.
 19. Provision of test proctoring services for CGCC students and students completing coursework at other institutions.
 20. Representation of the College at state meetings including Oregon Association of Collegiate Registrar and Admissions Officers (OrACRAO), Council of Student Services Administrators (CSSA), and Oregon Council of Community College Institutional Researchers (OCCCIIR).
 21. Representation CGCC on state task forces.
 22. Participation on the college's Executive Leadership Team and attend local Board of Directors meetings.
 23. Performs all other student services functions, and other related duties as assigned by

the President.

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SUPERVISES THE FOLLOWING STAFF

- Director of Advising and Career Services
- Admissions staff
- Registration staff
- Financial aid staff
- 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 which involved planning, budgeting, supervision, student development and community relations.

EDUCATIONAL BACKGROUND

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

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. Also key are team building and team membership skills. The employee must also be able to work effectively with a wide variety of college, community and governmental agencies as a team player.

LEADERSHIP (Personal Qualifications)

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- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PRESENTED BY: _____
Karen Carter, Chief Student Services Officer **DATE** _____

REVIEWED BY: _____
Robb VanCleave, Chief Talent & Strategy Officer **DATE** _____

APPROVED BY: _____
Dr. Frank Toda, President **DATE** _____

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