

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
PROVOST – JOB DUTIES

DEFINITION:

Plans, organizes, directs, and controls all administrative, management, and academic functions for the Los Angeles County College of Nursing and Allied Health.

CLASSIFICATION STANDARDS:

Under administrative direction of the Chief Nursing Officer, Los Angeles County Department of Health Services, the position allocable to this class serves as chief executive officer for the Los Angeles County College of Nursing and Allied Health. Within the guidelines established by the County of Los Angeles Department of Health Services and the College Board of Trustees, the incumbent develops the policies and goals of the College, plans and implements strategies for achieving program objectives, plans and directs academic programs, including curriculum development, manages budgetary and personnel functions, supervises College faculty and staff and establishes and maintains relationships with academic institutions, administrative officials and representatives of the community to promote the educational and public service objectives of the College. The incumbent serves as a member of the Board of Trustees and as liaison with accrediting agencies, which evaluate academic programs. The position requires knowledge of management principles and practices, governing laws, regulations, academic accreditation standards, and proficiency in academic instruction.

EXAMPLES OF DUTIES:

Directs, develops, and implements plans and programs designed to achieve the objectives established by the Board of Trustees for the College.

Develops academic and administrative policies related to the internal operations of the College.

Develops and administers the College annual budget covering personnel, equipment and facility needs and incorporating the allocation of external funding.

Supervises Deans and Program Directors and is responsible for staffing and management direction for all College employees.

Evaluates and initiates academic and operational compliance with licensure, accreditation, and regulatory standards.

Oversees student financial aid programs; directs the periodic reviews of the program for compliance with applicable laws, program standards and fiscal requirements.

Establishes and leads advisory committees; directs College Planning Committee, participates in Faculty and Administrative Committees, such as the Curriculum and Credentialing Committees.

Establishes and maintains external relationships with accrediting body leadership, local College administrators, and other academic representatives.

Ensures College compliance with Federal, State, local laws and regulations and County policies and procedures.

Represents the College at public affairs and events.

Develops educational partnerships and agreements with other institutions of higher learning in support of the academic missions of the College.

Participates in County and Health Services committees, task forces and projects as directed.

MINIMUM REQUIREMENTS:

Training and Experience

An earned doctorate degree from an accredited college in Education, Administration, Nursing, or a Health Sciences related field AND four years experience teaching in an accredited college AND three years management experience, including supervision of professional level staff in an accredited college

OR

A Masters degree from an accredited college in Education, Administration, Nursing, or a Health Sciences related field AND four years experience teaching in an accredited college AND four years management experience, including supervision of professional level staff in an accredited college.