

## PRESIDENT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Contract Administrator	Contract	05/01/11	Contract Administrator	1 of 2

**DEFINITION:** The President is the chief executive at the college. The President reports to the Chancellor and is responsible for the delivery of educational and other services provided by the college and for the supervision of the administrative staff and all educational programs and services of the college. The President provides high level direction regarding the overall operation of the college, its outreach locations and centers. The President delegates to the Vice President, Deans and Directors the supervision of other administrative, teaching and classified staff.

**DISTINGUISHING CHARACTERISTICS:** The President provides visionary leadership and understands and promotes the roles of the community college in a changing society. The President independently performs assigned critical and highly complex senior management level duties with an entrepreneurial spirit and effectiveness, speed, and accuracy. The President is responsible to foster a dynamic college atmosphere conducive to academic excellence and optimal functioning. The President is a District team member on the Chancellor's cabinet.

**The President is primarily responsible for the following:**

Develops and maintains channels of communication with staff members regarding all aspects of college operations including curriculum; instruction; business administration; finance; planning; construction and maintenance of physical facilities; personnel; student services; and educational planning.

Maintains the college as a community institution by serving as the chief interpreter of the needs of the students and service area of the college, and promotes the development and implementation of needed programs and services.

Provides leadership for the college as whole, including, planning, development, implementation and evaluation of educational and fiscal programs of the college.

Assures compliance with college and District policies, state and federal regulations and requirements of accreditation agencies.

Provides administrative direction in the development and initiation of college policies and procedures, as well as the organizational structure, which affect curriculum, instruction, student services and activities, and other college operations.

Presides over the decision-making process and participates in the governance structure of the college to ensure that final decisions and college policies are in accord with the general Districtwide policies and decisions officially adopted by the Governing Board.

Oversees the preparation of the annual college budget and directs operations of the college within the provisions of the budget once it is approved by the Governing Board.

Supervises, coordinates, and evaluates the general activities of all college administrators, and delegates to them such authority and responsibility as is required to perform their assigned duties.

Advises the Chancellor on matters related to District planning, policies, and operations as they affect the college.

Participates in hiring, training and evaluation of diverse faculty and staff highly qualified to achieve college goals.

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Encourages professional excellence among faculty, staff and administration to achieve the college's mission and goals.

Maintains a highly visible leadership role in the communities served and develops strategic partnerships between educational institutions, corporations, businesses, civic and cultural organizations.

Serves as an advocate for the college and articulates the mission and vision of the college and the California Community Colleges locally, statewide and nationally.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** The goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college rules and regulations, laws, policies and procedures, and collective bargaining contract provisions; report and presentation writing; the relationship and interaction of a community college and the varied communities, special-interest groups, and public agencies it serves; the purposes, goals and philosophy underlying the delivery of education in a community college setting; budget development and management; interest-based approaches to problem solving and conflict resolution.

**Ability To:** Successfully manage people, major college-wide programs and initiatives; effectively oversee college change efforts, problem-solving, short and long-term planning processes that affect educational programs and college facilities; and financial resources; manage personnel resources of a college, including motivating, developing and directing people; communicate effectively both orally and in writing; use personal computers utilizing typical office software applications, including the Internet; work effectively in a participatory governance environment to accomplish the goals and objectives of the college; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; understand and support interest-based approaches to problem solving and conflict resolution; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; manage fluctuating resources to minimize disruptions; collaborate effectively with the college and District in enrollment management activities; establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION:**

An earned doctorate from an accredited college or university is preferred. A master's degree from an accredited college or university is required.

**EXPERIENCE:**

A minimum of five years of senior-level management experience, preferably in a community college environment. Three years of full-time teaching or student services experience. Current or prior experience as a college president or the equivalent may be used in lieu of other management, teaching or student services requirements. Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

**License/Certification:** A valid Class C California Driver's License.