



## Job Description

**JOB TITLE:** President  
**FLSA:** Exempt  
**SALARY LEVEL:** Executive  
**Date:** April 29, 2008

*The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.*

### **POSITION SUMMARY:**

The President is responsible for providing strategic leadership and direction for the College by working with the Board, faculty, and staff to establish long-range goals, strategies, plans, and policies. The President is responsible for all operations of the College.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent will:

Plan, develop, organize, implement, direct and evaluate the College's fiscal function and performance.

Participate in the development of the College's Master plan and programs. Develop long and short term strategic plans for the College

Evaluate and advise the Board, faculty, and staff on the impact of long range planning, introduction of new programs/strategies and regulatory action.

Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the College.

Establish credibility throughout the organization and with the Board as an effective developer of solutions.

Provide continual improvement of the budgeting process.

Provide strategic financial input and leadership on decision making issues affecting the College.

Represent the organization to the public and actively participate in community activities.

Attend Board of Trustee meetings and serve as the direct liaison between the Board and the College.

Preside over the President's Executive Cabinet and President's Council meetings

Exhibit the highest ethical and moral values.

Understand, respect, value and support a significantly diverse student body, staff, community, and service area.

Work effectively with accreditation processes, the state legislature, and other local, state, and federal agencies.

Develop and enhance effective collaborations with business and industry, public schools, colleges and universities, hospital groups and associated institutions, and other local, civic, and area partners.

Promote participatory leadership, with demonstrated experience in organizational assessment, strategic planning and evaluation, and documentation of institutional effectiveness.

Promote dealings with and implement change, while protecting the history, traditions, and existing effective practices of the college.

Have an understanding of and effective use of technology.

Perform other job-related duties as assigned.

#### **MINIMUM EDUCATION AND EXPERIENCE:**

An earned doctorate from a regionally accredited Higher Education institution. Five years upper level college administrative experience. Previous experience working directly with college students.

**Preferred:** Community College experience. College classroom teaching experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make

effective and persuasive speeches and presentations on controversial or complex topics to the Board and the public. An understanding of, the commitment to, and the ability to articulate the role, philosophy, and mission of a comprehensive community college. A commitment to quality learning experiences for students

**PHYSICAL EFFORT:**

Light physical activity is required with occasional lifting of objects up to 15 pounds.

**WORKING CONDITIONS:**

Work is normally performed in an interior/office work environment. Travel is an essential part of this position with travel provided by the College in College owned or personal vehicle and/or public transportation.

**REPORTS TO:** Board of Trustees

**DIRECT REPORTS:** Vice Presidents, Deans, Executive Directors, Assistant to the President, Athletic Director, College Communications Director.

Dated 04-29-08