Management Job Description

JOB SUMMARY

Under the direction of the Board of Trustees, the Superintendent/President, will oversee the administration of the College and the District; assure the College is administered in accordance with the policies adopted by the Board of Trustees; maintain community, legislative and external College relations; develop strategic plans; assure fiscal responsibility and provide overall leadership to the College programs and activities.

The Superintendent/President serves as Chief Executive Officer and Secretary to the Governing Board.

DUTIES

• The incumbent will plan, organize, control and direct the overall administration of the College; assure the College is administered in accordance with the policies adopted by the Board of Trustees and in accordance with the College mission of supporting and promoting student learning.

• The incumbent will inform the Board of operations and state of the College on an ongoing basis.

• The incumbent will provide leadership and direction in the instructional and support programs.

• The incumbent will oversee and participate in the overall planning and development of the College.

• The incumbent will provide for a strategic plan to properly position the College for the future.

• The incumbent will plan, develop, organize, and administer instructional offerings, curriculum, co-curricular activities; student services including counseling, financial aid, student governance, student activities, and job placement.

• The incumbent will study and recommend items to the Board for policy consideration; review and approve Board agenda items prior to publication.

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• The incumbent will explain various aspects of the College to the community, and assure that College staff is informed of educational needs of the community.

• The incumbent will plan, develop, and direct the maintenance of a continuous community relations program, in accordance with established policies; develop and maintain communication network with all college/program personnel regarding all aspects of operations.

• The incumbent will represent the District to/with other community, business, and governmental agencies. Supervise, coordinate, and evaluate general activities of executive staff or other administrative personnel; assign, supervise, and evaluate personnel allocated to the college/program; evaluate staff performance and review evaluations; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees.

• The incumbent will consult with appropriate members of the College staff and recommend to the Board personnel for employment at the College.

• The incumbent will submit the College budget recommendations to the Board; assure institutional fiscal responsibility.

• The incumbent will provide leadership in research and evaluation, and stimulate improvement of the College program.

• The incumbent will participate in local, State and national organizations related to community college education; recommend positions on legislative and legal issues.

• The incumbent will provide leadership in maintaining accreditation with appropriate agencies and associations.

• The incumbent will direct and implement rules for student safety, health, discipline, and conduct.

• The incumbent will assure that the College operates within the bounds of College policy, local, State, and federal law and Board of Governors regulations.

• The incumbent will perform related duties as assigned.

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QUALIFICATIONS

Knowledge, skills, and abilities:

The incumbent should possess knowledge of:

- philosophy, purposes, curriculums, procedures, student services, and the community appropriate to the mission and role of the College in the community
- principles of organization, personnel and fiscal management, and educational research and evaluation
- principles and practices of administration, supervision, and training
- human relations related to the campus and community
- legislative and administrative laws related to community college
- strategic planning methods and practices
- budget preparation and control
- oral and written communication skills
- interpersonal skills using tact, patience, and courtesy

The incumbent should possess the ability to:

- provide leadership, sense of purpose, and enthusiasm for the College and the community
- adopt and adapt new ideas and procedures appropriate to the improvement and efficiency of the college
- maintain college planning and operations within the fiscal resources of the District
- encourage and oversee the development and implementation of a District-wide educational master plan
- plan and organize work
- prepare and deliver oral and written presentations
- communicate effectively both orally and in writing
- establish and maintain cooperative and effective working relationships with others
- orient, supervise, and evaluate personnel
- analyze situations accurately and adopt an effective course of action
- develop efficient network of media communications within the District and the community to enhance and improve the institution’s image as a leader in community college educational offerings, community services, and other programs suitable for diverse cultures and different socioeconomic groups
- delegate responsibility effectively

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EDUCATION AND EXPERIENCE

Experience in teaching in a public community college is desirable. Eight or more years of recent achievement in administration and/or management experience, preferably at a community college in a decision-making, supervisory, and policy recommending role in any combination of finance, educational planning, student services, and personnel management. Master’s degree required, doctorate preferred. Any combination of education, training, or experience that could likely provide the required knowledge and skill.

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