

## **PRESIDENT**

### **GENERAL STATEMENT:**

Serves as the chief executive officer of the District; Authority shall be delegated to the College President by the Board.

### **REPORTS TO:**

Board of Trustees

### **OCCUPATIONAL GROUP:**

Administration

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Earned Masters Degree from a regionally accredited institution; earned Doctorate preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years of experience in the area of upper level management in higher education.

#### **OTHER:**

Demonstrated competence in fiscal and personnel management and in long range planning; Commitment to the comprehensive community college philosophy; Record of community involvement and leadership in public relations preferred.

### **DUTIES AND RESPONSIBILITIES:**

- Serves as the chief interpreter of the District's objectives and activities to the community. Conversely, the president shall serve as spokesperson for the community to the District personnel.
- Attend all meetings of the Board, unless excused from attendance.
- Act as the professional advisor to the Board in all matters pertaining to the educational, business and fiscal, and all other policies for organization and operation of the District. Be governed by Board policies and regulations in the operation of the District.
- Have all personnel employed by the District ultimately responsible to the College president. Employ or discharge employees of the institution as provided by Board policy. Have the authority to adjust the administrative organization and make any adjustments in personnel assignments, offices, titles, and duties as deemed necessary to meet the changing needs of the District.
- Report to the Board as deemed necessary, or upon request of the Board, on the District's educational activities, fiscal affairs, and any other District activities.
- Call meetings of the faculty and other employees as deemed necessary.
- Investigate the needs of the facilities for the District and make such recommendations to the Board in order to meet these needs. Approve all architectural plans and specifications for presentation to the Board.
- Be responsible for preparation of an annual budget for the District. Submit the budget to the Board within the dates as prescribed by law.
- Within the limits of the budget approved by the Board, have the power to approve requisitions for purchases and expenditures for the program of the District, or delegate this authority to another member of the administration as deemed advisable.
- Assist in fund raising for the support of the District and its program.
- Represent the District to its constituency, the general public, and in educational groups.

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- Maintain amity and unity of purpose among all members of the faculty and administration, noninstructional employees, the Board, the alumni, and the District's constituency.
- Make final approval of all campus activities and official trips involving students and other personnel, or delegate this function to another administrative officer as deemed advisable.
- Submit all official matters to the Board when their action is required, serving as the only official voice for communication with the Board. Request the administration to present certain information when necessary.
- When action is urgently required in an area not covered by Board policy, have the power to act. Inform the Board promptly of such action, which shall be subject to review by the Board at its discretion.
- Enter into various negotiations and agreements on behalf of the College relating to financial, contractual, and community affairs.
- Other duties as assigned by the Board of Trustees.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 04/04/07*

JD223