

## **GENERAL ADMINISTRATION PRESIDENT OF THE COLLEGE**

### **DUTIES AND RESPONSIBILITIES --**

The President of the College is responsible for the overall operation of the College District. The specific responsibilities of the office are to:

1. Act as executive officer of the Board of Trustees, charged with putting into effect its policies and regulations.
2. Act as executive officer of the faculty, charged with seeing that faculty policies and regulations are put into effect.
3. Bear responsibility to the Board of Trustees for the satisfactory government and administration of the college.
4. Participate in selecting a competent and harmonious teaching and administrative staff, and recommend their employment to the Board of Trustees.
5. Inform the Board of Trustees on all matters pertaining to the promotion, demotion, and dismissal of members of the teaching and administrative staff.
6. Represent the institution to its constituency, to the general public, and to educational groups.
7. Prepare and execute the annual budget for operation of the college.
8. Have ultimate control of the College District's fund-raising activities subject to Board approval of said activities.
9. Report to the Board of Trustees, to the standardizing agencies, and to the constituency of the college.
10. Foster the feeling of friendship and unity among teachers, administrators, the Board of Trustees, and the constituency of the College District.
11. Advance the long-range plans approved by the Board of Trustees to include students, facilities, staff, programs and revenue.
12. Act as an advisor for all College District construction.
13. Annually monitor and evaluate the progress of the College District toward achieving goals and objectives necessary to perform its particular responsibilities contained in the mission statement.

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14. Promote awareness of program quality to the Board of Trustees, the community, and to college personnel.
15. Maintain close communications with and serve as the administrative contact person for the chairs of the following committees:
  - a. Strategic Planning, Research, and Institutional Effectiveness Committee
  - b. Long Range Physical Plant Committee
16. Chair the President's Cabinet and as chair, lead the institutional effectiveness process for the college.
17. Coordinate the completion of the IPEDS report to the U.S. Office of Education.
18. Oversee the Rodeo Program and Rodeo Club. Approve the purchase of practice livestock for the Rodeo Team and approve travel of the Rodeo Team.
19. Perform other duties as may be assigned by the Board of Trustees.

### **Qualifications**

#### **Minimum Academic Qualifications**

- Master's Degree is required.
- Doctorate in a recognized academic discipline from a regionally accredited institution is preferred.

#### **Other Qualifications**

- Experience as a successful senior-level administrator in a community college or other post-secondary institution.
- Experience and ability in fiscal management
- Successful faculty experience at a community college or other post secondary institution
- Demonstrate a commitment to the community college mission and student success
- Knowledge of the accreditation process and a successful track record of participation in leading a college through the reaffirmation of accreditation.
- Administrative experience in institutional research and planning
- Administrative experience in curriculum development
- Administrative experience in strategic planning
- Strong understanding of assessment of student learning outcomes, resource development and allocation, and personnel and faculty development.
- Accomplished written and oral communication skills, including strong computer skills
- Demonstrate innovative educational leadership and planning
- Knowledge of legislative processes and the ability to represent the college with local, regional, state and federal government groups and agencies.