



College President

Executive Management Range: 5

Board Approved: 05/31/2018 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

The President is the Chief Administrative Officer of the college and is in direct reporting relationship to the District Chancellor. The President is responsible for administering and supervising the total college program. Plans, organizes, coordinates, directs and administers all departments, programs, activities, budgets and personnel of an assigned college within San Bernardino Community College District; participates in the development, review and implementation of District policies and procedures as they affect college activities; represents the college to the community can directs the development of quality educational programs; provides highly responsible and complex administrative support to the Chancellor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assumes full management responsibility for an assigned college with San Bernardino Community College District including the budgets, personnel and activities of all college programs, divisions, departments and services.
2. Manages the development and implementation of goals, objectives and priorities for assigned college and associated service area; recommends and administers policies and procedures.
3. Establishes, within District policy, appropriate service and staffing levels for assigned college; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedure; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Manages and participates in the development and administration of the assigned college budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies, approves expenditures and implement budgetary adjustments as appropriate and necessary.
6. Participates in the formulation of District policy for Board consideration; develops administrative regulations and procedures, goals and objectives for the college consistent with District policy.
7. Directs professional staff in long-range educational planning; develops and implements procedures for development, evaluation and revision of educational programs and related student services.
8. Directs a continuous program of research to improve college's programs and meet the educational needs of the community.
9. Participates in and makes recommendations on the hiring and dismissal of college faculty and staff; assists in developing performance standards and is responsible for the evaluation of all academic and classified employees of the college.
10. Provides and encourages in-service training for college administrators, faculty and staff to promote professional growth, improve efficiency and quality of operations and to prepare employees for advancement.
11. Is a role model for collegial consultation and shared decision making. Advocates shared governance and



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promotes collegiality, teamwork and respect among all the college constituencies. Creates an atmosphere conducive to a high faculty, staff and student morale.

12. Provides leadership for institutional planning and works collegially on planning processes including development of the vision, mission statement, Educational Master Plan, facilities plan, strategic plan and budget.
13. Provides overall leadership for the college's accreditation process. Ensures the ongoing maintenance oversight of the accreditation process.
14. Provides leadership in the area of resource development through active participation in the fund-raising efforts of the college foundation, and active role in grants development. Works collegially with other District leaders to develop strategies to enhance resources.
15. Represents the college to the community, promoting positive relationships and providing open communication with all constituency groups; builds strong partnerships with local schools, business, industry and government. Develops, positive public relations for the college and the District at the state and national levels by attending meetings; serving on committees and other activities.
16. Consults with District administrators, analyzes long term facility needs; makes recommendations to District on additions, deletions or changes in the District five-year-plan and on maintenance and remodeling of the plant.
17. Serves on or chairs committees including President's Cabinet, District Assembly and the Chancellor's Cabinet.
18. Attends and participates in professional conferences, workshops and local, state, regional and national activities on behalf of the college.
19. Demonstrate commitment to the offering of programs that is relevant to the current needs of business and industry.
20. Acts as the primary authority, under emergency situations, to protect the safety and health of student and staff under the District procedures.
21. Implements all provisions of collective bargaining agreements, the California Education Code, and all applicable state and federal laws.
22. May be assigned professional responsibilities beyond the scope of the college.
23. Explains, justifies, and defends college programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
24. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a community college.
- Advanced principles, practices, and theories of higher education.
- Advanced principles and practices of program development and administration.



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- Philosophy, objectives and functions of California Community Colleges.
- District policies and regulations.
- Thorough knowledge of federal, state and county regulations as they affect community college programs.
- Principles, practices and use of research as it relates to community college education.
- Trends in community college programs.
- Local community needs.
- Principles and practices of personnel management
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Plan organize, direct and evaluate the activities, programs and personnel of the college. Develop and evaluate comprehensive plans to satisfy present and future college and community needs. Inspire and motivate professional staff.
- Develop and administer college educational goals objectives, and procedures. Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Identify and response to coordinate the work of lower level staff. Delegate authority and responsibility. Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Master's Degree from an accredited college or university.

Required Experience:

- › Successful senior-level administrative leadership experience.
- › Three years of management and supervisory experience.
- › Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

Desirable Education and Experience:

- › An earned doctorate degree from an accredited college or university.
- › Strong academic experience in either teaching, counseling and/or other faculty experience.



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.