

CLASS SPECIFICATION

PRESIDENT

Executive Management Position (Exempt Status)

Executive Salary Schedule

DEFINITION

To serve as an executive officer and to provide leadership to the college's faculty, classified staff, and administrators in the areas of instruction, student services, and general administration; to ensure student success by strategically aligning resources of an assigned community college campus with district and campus values and priorities; to promote and develop partnerships, cooperative functions, and effective relationships with community business leaders, related organizations, and others involved in educational services and vocational training; and to provide highly responsible and complex administrative support to the Chancellor .

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the Chancellor .

Exercises direct supervision over assigned management, supervisory, professional, and administrative

Develop and implement policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules, and regulations.

Actively and creatively engage the public and larger community.

Supervise, train, and evaluate assigned staff

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Equivalent to a Master's degree from an accredited college or university with major course work in education, public administration , or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016