



**Office of Human Resources
Job Description**

Title: SUPERINTENDENT/PRESIDENT

Position Profile:

The Superintendent/President serves as the District's Chief Executive Officer and is responsible for leadership and administration of all aspects of the District's mission, vision and goals. The Superintendent/President reports to and serves at the pleasure of the Board of Trustees.

Primary Duties and Responsibilities:

- Assess, plan, organize, and evaluate the resources, programs, and services of the College to meet the higher educational needs of the students and the community.
- Represent the District to community groups, business and industry, the public school district, the California Community Colleges, public and private colleges and universities, city and county agencies, and state government.

Leadership Responsibilities:

- Provide and maintain an atmosphere that is conducive to student learning and is in concert with the philosophy statement of the Board of Trustees;
- Serve as professional adviser to the Board on all matters; assist the Board to develop long-range goals and objectives;
- Implement and execute all adopted policies and contracts of the Board;
- Provide academic and professional leadership to the faculty and staff. Exercise administrative and supervisory authority over all the employees of the Board and all employee functions of the District. Exercise supervisory authority, in general, through the senior management staff;
- Support the district's commitment to participatory and collaborative governance;
- Provide leadership related to the admission, transfer, graduation, student support services and activities of the students;
- Provide leadership in the areas of collective bargaining and employee relations;
- Provide leadership in the recruitment, hiring, and retention of a highly qualified and diverse faculty and staff;
- Inform the Board, staff and district constituencies regarding educational trends and issues;
- Present an annual budget for Board consideration and establish appropriate controls of the financial operation of the District and the college to ensure fiscal stability;

- Provide leadership to staff, contractors, federal and state agencies involved with the construction of new facilities and the continued maintenance of all district facilities in a manner that supports the educational process;
- Develop alternative revenue resources to augment the District income;
- Articulate and promote the mission and vision of the District to political, business and civic leaders of the community, state, and federal agencies;
- Represent the Board in matters concerning school property and in the purchase or sale of real or personal property;
- Represent the Board in all matters involving questions of law or legal procedures unless otherwise directed by the Board.

Skills, Knowledge, and Abilities:

- Knowledge of, and the ability and skill to plan, implement, and evaluate instructional programs;
- Knowledge of the principles and code that guide participatory governance;
- Skill to communicate openly and effectively, both orally and in writing;
- Skill and ability to reconcile divergent views of others.

Qualifications – Minimum:

A master's degree or professional degree from an accredited institution; an earned doctorate from an accredited institution is preferred.

Preferred Qualifications:

- Excellent communication skills, both verbal and written;
- Graduate degree in management, or public administration;
- At least 5 years of senior management experience in a large complex organization;
- Senior administrative experience in higher education, particularly community colleges;
- Demonstrated ability to provide fiscal vision for the District;
- Ability to communicate complex and detailed concepts effectively to all segments of the college community, including faculty, staff, students, and the Board of Trustees;
- Ability to represent the District in communications with members of the communities served by the college and with local and state officials, to clearly articulate the District's mission, goals, and objectives, and to make effective public presentations;
- Demonstrated knowledge and experience in participatory governance, consensus building, and team management;
- Demonstrated skill and ability in building trust among all constituencies in the District;
- Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

Personnel Management

Oversees the President's office staff, Board of Trustees support personnel, and all senior staff members.

Information/Benefits/Compensation:

- Salary, benefits, and other terms and conditions of employment will be negotiated and will be commensurate with the candidate's background and experience;
- CalSTRS (California State Teachers' Retirement System).

Reviewed by HR, Dr. Tsang – 12/05/2013