

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **SUPERINTENDENT / PRESIDENT**

*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.*

#### **BASIC FUNCTION**

Under the direction of the Governing Board, oversee the administration of the College and the District; assure the College is administered in accordance with the policies adopted by the Governing Board; maintain community, legislative and external College relations; develop strategic plans; assure fiscal responsibility and provide overall leadership to the College programs and activities.

#### **REPRESENTATIVE DUTIES**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Plan, organize, control and direct the overall administration of the College; assure the College is administered in accordance with the policies adopted by the Governing Board and in accordance with the College mission of supporting and promoting student learning.
2. Inform the Governing Board of operations and the state of the College on an ongoing basis.
3. Provide leadership and direction in the instructional and support programs.
4. Oversee and participate in the overall planning and development of the College; provide for a strategic plan to properly position the College for the future.
5. Plan, develop, organize and administer instructional offerings, curriculum, co-curricular activities, and student services including counseling, financial aid, student governance, student activities and job placement.
6. Study and recommend items to the Governing Board for policy consideration; review and approve Governing Board agenda items prior to publication.
7. Explain various aspects of the College to the community and assure that College staff are informed of educational needs of the community.
8. Plan, develop and direct the maintenance of a continuous community relations program, in accordance with established policies; develop and maintain communication network with all college/program personnel regarding all aspects of operations.
9. Represent the District to/with other community, business, and governmental agencies.
10. Supervise, coordinate and evaluate general activities of executive staff or other administration personnel; assign, supervise and evaluate personnel allocated to the college/program; evaluate staff performance and review evaluations; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees.

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11. Consult with appropriate members of the College staff and recommend to the Governing Board personnel for employment at the College.
12. Submit the College budget recommendations to the Governing Board; assure institutional fiscal responsibility.
13. Provide leadership in research and evaluation, and stimulate improvement of the College program.
14. Participate in local, state, and national organizations related to community college education; recommend positions on legislative and legal issues.
15. Provide leadership in maintaining accreditation with appropriate agencies and associations.
16. Direct and implement rules for student safety, health, discipline and conduct.
17. Assure that the College operates within the bounds of College policy, Federal/State/local laws, and Governing Board regulations.
18. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Philosophy, purposes, curricula, procedures, student services, and the community appropriate to the mission and role of the College in the community.
- Principles of organization, personnel and fiscal management, and educational research and evaluation.
- Principles and practices of administration, supervision and training.
- Human relations related to the campus and community.
- Legislative and administrative laws related to community colleges.
- Strategic planning methods and practices.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Provide leadership, sense of purpose, and enthusiasm for the College and the community.
- Adopt and adapt new ideas and procedures appropriate to the improvement and efficiency of the College.
- Maintain College planning and operations within the fiscal resources of the District.
- Encourage and oversee the development and implementation of a District-wide educational master plan.
- Plan and organize work.
- Prepare and deliver oral and written presentations.

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**Ability to:**

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Orient, supervise and evaluate personnel
- Analyze situations accurately and adopt an effective course of action.
- Development efficient network of media communications within the District and the community to enhance and improve the College's image as a leader in community college educational offerings, community services, and other programs suitable for diverse cultures and different socioeconomic groups.
- Delegate responsibility effectively.

**EDUCATION AND EXPERIENCE**

Experience in teaching in a public community college is desirable. Eight or more years of recent achievement in administration and/or management, preferably at a community college, in a decision-making, supervisory, and policy-recommending role in finance, educational planning, and personnel management. Master's degree required; doctorate preferred. Any combination of education, training, or experience that could likely provide the required knowledge and skill.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and community members.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.