



Classification Title: Superintendent/President

Department: President's Office

FLSA Status: Exempt

Staff Category: Executive Administration

Salary Range: Negotiable

Supervision Given: Executive, administrative, supervisory, classified, hourly, and volunteer employees

Last Revision: February 2021

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.

JOB SUMMARY

Under the direction of the Governing Board, provide overall leadership to the College's programs and activities; 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; and assure fiscal responsibility. The Superintendent/President also fosters access to a high quality of learning and provides leadership and responsibility for the District's integrated planning models and fiscal integrity.

REPRESENTATIVE DUTIES

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

1. Lead with competence, conscience, and compassion that engenders the trust and confidence of students, faculty, staff, trustees, and community members and that demonstrates a concern for Palomar College as a whole.
2. Provide leadership and direction in instructional and non-instructional programs.
3. 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.
4. Provide leadership to ensure robust instructional offerings and student services are effectively provided to all students.
5. Assist with planning, developing, organizing, and administering instructional offerings, curriculum, co-curricular activities, and student services including counseling, financial aid, student governance, student activities, and job placement; demonstrate familiarity with federal- and state-funded student support programs and services.
6. 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.
7. Ensure institutional fiscal responsibility.
8. Provide leadership in research and evaluation and stimulate improvement of the College's program.
9. Provide leadership in maintaining accreditation with appropriate agencies and associations.
10. Ensure rules for student safety, health, discipline, and conduct are in place.
11. Assure that the College operates within the bounds of College policy; federal, state, and local laws; and Governing Board regulations.

12. Demonstrated understanding of fiduciary oversight for a large and complicated organization.
13. 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.
14. Inform the Governing Board of operations and the state of the College on an ongoing basis.
15. Study and recommend items to the Governing Board for policy consideration; review and approve Governing Board agenda items prior to publication.
16. Consult with appropriate members of the College staff and recommend to the Governing Board personnel for employment at the College.
17. Submit the College budget recommendations to the Governing Board.
18. Demonstrate a commitment to student success, empowerment, equity, and diversity, including helping underserved student populations.
19. Provide leadership in responding to students' attainment of their educational goals.
20. Lead the College in implementing AB 705 requirements, Guided Pathways plans, and other national- and California-based student success initiatives and programs.
21. Create a campus-wide conversation concerning issues of race, equity, inclusion, and social justice.
22. Create an antiracism agenda that dismantles racism and inequitable practices by developing campus-wide policies that address systemic inequities and biases.
23. Implement the California Community College System's Vision for Success: Diversity, Equity, and Inclusion plan.
24. Participate in local, state, and national organizations related to community college education; recommend positions on legislative and legal issues.
25. Explain various aspects of the College to the community and assure that College staff are informed of educational needs of the community.
26. 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.
27. Represent the District to other community, business, and governmental agencies, and to Chambers of Commerce and other economic development organizations.
28. Create opportunities for Palomar to serve as a leader in regional economic development by partnering with local businesses and industries and with local schools, colleges, and universities.
29. Represent and advocate the District to/with elected leaders at local, state, and federal levels.
30. Support the Palomar Foundation and their fundraising goals in order to support students.
31. Provide leadership and fiduciary oversight of the District's facilities and the management of its bonds.
32. Oversee the intricacies of a post-COVID-19 return to campus.
33. Support the development of the Education Centers to serve the unique needs of the regions in which they are located.
34. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

Education: A master's degree from an accredited college or university.

Experience: Five years of experience in administration and/or management, with a minimum of three years of executive higher education experience with responsibility for one or more the following areas: instructional services, student services, finance and administrative services, and/or human resource services.

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.

Skill in:

- Cultural competency which includes the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, sex, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Ability to:

- Provide leadership, a sense of purpose, and enthusiasm for the College and the community.
- Adopt and adapt to 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.
- 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.
- Develop an 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.

Preferred Qualifications:

- An earned doctorate from an accredited college or university.
- Teaching, student services, or administrative services experience, preferably at the post-secondary level.

- Experience in guiding strategic planning, engaging with the community, inspiring innovative practices, and employing effective communication strategies with employees and governing board members.

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 District and other locations.