

College of the Redwoods

Position Description

Position: President/Superintendent	Position Number:
Department: Office of the President	FSLA:
Reports to: Board of Trustees	Salary Grade: Independently Determined

Summary

The District President/Superintendent is appointed by the Board of Trustees to serve as the Chief Executive Officer and Secretary to the Board of Trustees. The primary responsibility of the President/Superintendent is to ensure an excellent education for the students of the Redwoods Community College District. Consistent with educational excellence the President/Superintendent shall provide sound financial management of the District.

Distinguishing Characteristics

The President/Superintendent has the primary responsibility to lead the District in meeting its educational, financial and accreditation goals; to create a college environment conducive to quality learning and student success; to support innovative efforts of District employees; and to represent the District and the College to all outside organizations, agencies and institutions. The position of President/Superintendent shall be initiatory and executory. The President/Superintendent shall act both as a professional advisor to the Board in the formulation of policies for the governance of the College and as executor of the policies adopted by the Board. All powers and duties delegated to the President/Superintendent are to be executed in accordance with the policies adopted by the Board.

Essential Duties and Responsibilities

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Serves as the educational leader of the District.
- Serves as the Chief Executive Officer and Secretary to the Board of Trustees.
- Serves as the primary administrative advisor to the Board of Trustees in matters of policy.
- Directs the development of the District budget for submission to the Board.
- Represents the College to the community, the media, government, and other institutions.
- Informs the Board, staff and local constituencies regarding issues and trends affecting the District and exerts influence in the development of local, state and national policy.
- Directs the establishment of administrative procedures for the efficient conduct of operations of the District.
- Formulates immediate and long-range plans regarding all facets of the District.

Qualifications

▪ **Knowledge and Skills**

Requires knowledge of:

- Laws, codes, and state and federal regulations governing community college administration.
- Long-range planning, development, and evaluation methods, techniques, and practices.
- Fiscal management, strategic planning, human resources development, collective bargaining, curriculum and instruction, enrollment management, student services, and facilities management.
- Basic principles and practices of organizational improvement, equity, and culture change.
- Effective learning processes at the college level.
- Budget preparation and procedures.
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development, and Equal Employment Opportunities.

▪ **Abilities**

Ability to:

- Administer, manage, coordinate, and evaluate all facets of a community college.
- Interpret, apply, and enforce laws, regulations, and codes related to community college administration.
- Provide leadership and guidance in establishment and attainment of goals and objectives and for the development of policies.
- Strategically plan and manage people through change. Demonstrate strong analytical and budgeting skills.
- Direct, supervise, train, and evaluate the work of senior administrators and staff.
- Serve as a champion of participatory governance, demonstrating respect, honesty, integrity, trust, confidence, and compassion.
- Establish and maintain effective relationships with Board of Trustees, faculty, staff, and community.
- Provide student services and/or advocacy for socio-economically and historically underrepresented populations that leads to improved student access and success.
- Make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Fundraise and engage with community.
- Balance institutional goals with the efficient use of resources. Serve as a fair, ethical, and accessible leader.
- Partner with local school districts and government, business, and civic organizations in support of educational initiatives.
- Demonstrate diplomacy and take unpopular positions when necessary.
- Consistently perform under the pressure of deadlines and other administrative demands.

▪ **Supervision Received**

The President/Superintendent performs his/her/their duties and responsibilities using broad discretionary powers under the supervision of the Board of Trustees.

▪ **Education and Experience**

Education/Training:

A Master's Degree from an accredited college or university; earned doctorate is preferred.

Required Experience:

- Five (5) years of senior-level administrative experience with significant and progressively complex decision-making responsibility with a
 - Minimum of three (3) years of executive level administrative experience, including responsibility for a broad operational segment of the organization with significant fiscal and programmatic oversight including but not limited to academic affairs, student services, administrative services, or human resources/labor relations. Experience reporting directly to a governing body or chief executive officer.
- Track-record of community service and involvement.