

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 California Community College organization, operations, programs and services, including accreditation standards and eligibility requirements, instruction, curriculum development, finance, budget development, student services, human resource management, collective bargaining, facilities planning and community relations. Requires skill to communicate with and lead diverse employee groups, manage all operations of the District, and supervise senior level managers.

▪ **Abilities**

Ability to:

- Communicate effectively verbally and in writing.
- Work effectively with groups of diverse ethnic and educational backgrounds.
- Exhibit leadership in management and planning.
- 4. Demonstrate sensitivity to, and respect for, a diverse population.

▪ **Supervision Received**

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

▪ **Supervision Exercised**

Provides direct supervision of senior management staff. Is responsible for the overall functioning of the District.

▪ **Education and Experience**

Education/Training:

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

Required Experience:

- Successful senior-level administrative leadership experience.
- Three years of management and supervisory experience.
- Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.

▪ **Licenses and Certificates**

Must possess a valid driver's license.