

Southwestern Oregon Community College

BP: 3025

PRESIDENTS' JOB DESCRIPTION

Status

Full-time exempt (per arrangement/contract with Board of Education)

Primary Purpose

To provide effective leadership in developing, managing and evaluating the educational programs and services for the people of the Southwestern Oregon Community College District, including the students attending from outside the college district consistent with the policies and objectives established by the Board of Education. To directly supervise the Vice President of Administrative Services, Vice President of Instruction, Vice President of Enrollment and Student Services, Dean of Resource Development and College Foundation, Director of Integrated Technology Services, Chief Human Resources Officer, Institutional Researcher, Executive Assistant to the President and the Board and additional department heads or administrators as necessary or directed by the Board.

Essential Job Functions

The President shall perform the following functions in assistance to the Board:

1. Direct the overall operation and administration of the College in accordance with the purpose and objectives of the College, and in compliance with the Board of Education's policies and procedures, the College's administrative procedures and rules, and applicable laws and regulations.
2. Formulate and recommend to the Board of Education new or revised policies and procedures affecting the College.
3. Review the educational program of the College on a continuing basis, with input as appropriate from administrators, faculty, staff, advisory committees and members of the community, and recommend appropriate modifications and additions.
4. Participate as an active member of the Southwestern Oregon Community College Foundation.
5. In cooperation with the Board of Education and staff, enhance public relations by representing the College to the public, community organizations, other schools, business and industry and local and state government.
6. Attend all meetings of the Board of Education and participate in all deliberations of the Board, unless excused by the Board.
7. Manage College staff, directly or by delegating authority, consistent with applicable contracts, rules, laws and standards.
8. Maintain effective relationships with outside service providers, including attorneys, insurance agents and consultants.
9. Maintain the College's finances by serving as the College budget officer and custodian of funds; prepare the annual college budget; and recommend to the Board of Education policies and procedures supporting efficient allocation and management of available resources.
10. Perform additional responsibilities and duties as assigned by the Board.

Minimum Credentials

Master's degree required. Earn doctorate from an accredited institution preferred.

Required Knowledge, Skills and Abilities

The President shall possess the following knowledge, skills and abilities:

1. A thorough understanding of and strong commitment to the comprehensive community college concept, including the needs of non-traditional students and community service programs along with professional-technical education and lower division transfer students.
2. An ability to interpret, communicate and integrate the needs of the College and community at local, state and federal levels.
3. Demonstrated success in problem solving, participatory management/strategic planning and revenue enhancement.

4. Evidence of administrative experience and skills in college finance, budget preparation, personnel management, labor relations and collective bargaining, program evaluation and institutional planning.
5. Experience in developing and maintaining a positive community support.
6. A strong commitment to academic freedom and collegiality.
7. College teaching experience.
8. A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.
9. Ability to consistently operate within the framework of collegiality and teamwork, and experience applying generally accepted methods for problem solving in the workplace.
10. Excellent communication and public presentation skills.

Physical and Ergonomic Requirements

Primarily indoor office working environment, requiring ability to travel and perform the essential functions of the position, with or without a reasonable accommodation.

END OF POLICY

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.