

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

TITLE: President
DIVISION: Office of the President
JOB TITLE CODE: 4700
FLSA STATUS: Exempt
SECURITY SENSITIVE: Yes

FUNCTION: To serve as chief executive officer of the district with responsibility to the Board of Trustees for ensuring that the district's strategic direction and operations are consistent with its mission, purpose and core values and in compliance with state and federal laws and regulations and accreditation guidelines. The president is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

REPORTS TO: Board of Trustees

SUPERVISES: Vice President of Academic Affairs, Vice President of Administrative Services/CFO, Vice President of Student Development, Executive Vice President, Campus Provosts, Associate Vice President of Organizational Effectiveness and Human Resources, Executive Director of Development and Foundation, and Executive Assistant to the President. *The Athletic Director and Sr. Internal Compliance Accountant report to the President on a "dotted line" basis.*

MAJOR RESPONSIBILITIES

Essential Job Functions:

DUTIES AND RESPONSIBILITIES:

- 1) Serve as chief executive officer of the district with responsibility to the Board of Trustees for ensuring that the district's strategic direction and operations are consistent with its mission, purpose and core values and in compliance with state and federal laws and regulations and accreditation guidelines. Effectively implement policies and regulations established by the Board of Trustees related to:

- a. academics and curriculum development
 - b. investments, budgeting and funding
 - c. student services
 - d. community relations and fundraising, and
 - e. personnel.
- 2) Serve as investment officer designee of the Board of Trustees.
- 3) Represent the district at public events and preside at public exercises of the College, such as graduation. Confer degrees and certificates recommended by the faculty and authorized by the Board of Trustees.
- 4) Regularly provide information to the members of the Board of Trustees regarding:
 - a. current educational trends and the district's initiatives to maintain relevant, appropriate academic programs and services, and
 - b. proposed legislation and the potential impact on the district.
- 5) Implement district policies and develop appropriate controls and management practices that achieve efficient and effective use of the district's resources. Recommend operational policies for consideration by the Board of Trustees.
- 6) Direct the strategic planning efforts of the district, including the development of the master plan and annual budget recommendations, toward meeting established strategic goals and achievement indicators in support of the district's mission and consistent with its purpose and core values.
- 7) Enhance academic quality through a comprehensive curriculum, development of new academic and administrative initiatives, and through the employment, professional development and retention of a well-qualified, diverse, student-oriented faculty and administrative team, while ensuring that criteria required for continued regional accreditation are maintained.
- 8) Encourage a student- and community-oriented climate consistent with the district's mission, purpose and core values, and promote the district through active involvement in state, national and local professional and community organizations.

- 9) Direct and participate in initiatives to foster relationships and/or establish partnerships with legislators, local governmental officials and business leaders to enhance and strengthen programs and opportunities offered through the district to CCCC students.
- 10) Initiate resource development/enhancement strategies and review internal and external proposals related to funding from grants and contracts to enhance the district's academic and service programs.
- 11) Ensure timely and accurate submission of state and federal reports as well as other required reports, such as regional accreditation reports.

Marginal Job Functions:

Perform other responsibilities as assigned by the Board of Trustees.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Effective oral and written communication skills, excellent interpersonal skills, and computer literacy. Ability to effectively present information to the Board of Trustees, business executives, legislators, public groups, and individuals.

Successful operational skills and current knowledge and understanding in the areas of finance, budget development, human resources, strategic planning, and resource development, as well as academic, technical and developmental instructional programs.

Knowledge of federal and state laws affecting community colleges and institutions of higher education. Knowledge of and a commitment to the principles of accreditation.

Ability to lead and inspire faculty and staff and promote a collaborative work environment.

Openness and trustworthiness, high ethical standards and strong academic values.

Ability to read, analyze, and interpret common academic journals, financial reports, and legal documents.

Ability to respond to inquiries or complaints from students, employees, regulatory agencies, and the general public.

Skill and ability to write speeches and articles for publication on behalf of the interests of the district.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

A commitment to and demonstrated effectiveness in recruiting, developing and retaining a diverse faculty, administration and support staff.

Knowledge of learning theory and ability to interpret curriculum design and instruction.

Skill to identify goals and develop strategic plans.

Ability to stay abreast of changes market demand and trends as well as changes in related laws, regulations, policies and procedures. Ability to generate new ideas, concepts, or methods to improve services, programs, or operations.

Ability to use logic, experience and knowledge to evaluate information and problem situations; ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to accurately interpret financial reports and to direct and approve investments of the district, and ability to allocate and make efficient use of financial resources.

Education, Experience, Licenses and Certificates:

EDUCATION: Earned doctoral degree from a regionally accredited university or equivalent education and experience, as accepted by the Board of Trustees.

EXPERIENCE: A minimum of ten years executive-level administrative experience in higher education, (community college experience desired), with five years as Chief Executive Officer reporting to and working directly with its Board of Trustees; a distinguished record of professional accomplishments in higher education with excellence in teaching and scholarship; reputation as a leader with a vision for the future of higher education/community college; a record of actions reflecting concern for the success and well-being of students; a proven track record in negotiating strategic alliances and in working effectively with all aspects of both internal and external groups/constituencies.

Licenses/Certificates: None

NOTE: This job description is not an employment agreement or contract. The President and/or designee have the exclusive right to alter this job description at any time without notice.

Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.