West Valley - Mission
Community College District

Class Specification

President

Executive Management Position (Exempt Status)
Executive Salary Schedule

Definition

To serve as an executive officer and to provide leadership to the college's faculty, classified staff, and administrators in the areas of instruction, student services, and general administration; to ensure student success by strategically aligning resources of an assigned community college campus with district and campus values and priorities; to promote and develop partnerships, cooperative functions, and effective relationships with community business leaders, related organizations, and others involved in educational services and vocational training; and to provide highly responsible and complex administrative support to the Chancellor.

Supervision Received and Exercised

Receives executive direction from the Chancellor.

Exercises direct supervision over assigned management, supervisory, professional, and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Develop, plan and implement district-wide and/or college-wide goals and objectives, policies and procedures.
- Coordinate college or division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; serve on committees and councils as directed by Board policies or the Chancellor.
- Provide executive direction and leadership to the instructional, administrative, and student services functions, programs, operations, and activities on an assigned community college campus.
- Exercise responsibility for strategic planning, resource allocation, and organizational development of the assigned college.
- Develop, lead, and participate in district and college branding, marketing, and community engagement activities.
- Exercise highest-level oversight of college, division, and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; solicit and obtain financial support and other resources for new and enhanced instructional programs and services; participate in the preparation of state and federal grant applications.
- Oversee recommendations for the selection of staff; select, train, supervise, and evaluate the performance of campus administrators responsible for instruction, administration, student services, vocational education, and other key programs, services, and functions.
- Participate as a member of the Chancellor's executive management team for the district.
- Attend board meetings and make oral presentations concerning all aspects of college instructional and administrative activities; confer with college administrators and members of executive staff regarding board agenda items and management issues

involving programs and services of the college and district, including recommendations for new or revised policies and procedures.
- Work closely with faculty in developing, modifying, and enhancing college curriculum; review and evaluate curricular recommendations and encourage expansion of the instructional program to meet the diverse needs of students in the community.
- Represent the college or division to other educational institutions, outside groups, and organizations; participate in outside community and professional groups and committees.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of community college educational philosophy, college curricula, and instructional programs.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Techniques and practices of marketing and fundraising.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- General trends in academic, vocational, community, and contract education.
- Local economic conditions and student enrollment trends.
- Needs, interests, and concerns of various groups of community college students.

Ability to

- Plan, direct, and control the administration and operations of all functions of the college.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.
- Prepare and administer budgets.
- Develop and implement policies and procedures.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules, and regulations.
- Actively and creatively engage the public and larger community.
- Supervise, train, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Eight years of increasingly responsible experience in managing major functions of an educational institution, including four years of instructional experience.

Education

Equivalent to a Master's degree from an accredited college or university with major course work in education, public administration, or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

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