

PERALTA COMMUNITY COLLEGE DISTRICT - February, 2007

ACADEMIC MANAGEMENT JOB DESCRIPTION

**COLLEGE PRESIDENT – Merritt College
(Executive Salary Range)
Job Code: 605**

CLASS PURPOSE

This position offers a unique opportunity to lead a key college in the San Francisco Bay Area. The successful candidate will provide energetic and creative leadership to the college as it seeks the fulfillment of its mission and goals.

College Presidents in the Peralta Community College District serve as executive officers and responsible agents for the total operation of the college as directed by the Chancellor. The President has full authority to administer and manage the college and participates in district policy making. The President reports directly to the Chancellor.

The President plans, organizes, and administers the college, develops and recommends goals and objectives and oversees recommendations for the selection of personnel. Working within limits established by Board policies and Chancellor's directives, the President develops and administers the college budget and serves on committees and councils as directed by Board policies or the Chancellor.

The President has a major role in assessing, planning, and implementing capital projects funded by bond measures.

The President should maintain effective working relationships with faculty, students, and staff, as well as other educational institutions. The President must have knowledge of community college educational philosophy and top management administrative practices and procedures, as well as college curricula and instructional programs. The President must promote a student-centered culture that ensures access, sustains educational excellence, fosters student development and supports high levels of student achievement.

The President works independently for the college, making decisions based upon Board policies, district goals and Chancellor directives, but participate as a member of the Chancellor's senior management team for the district. The President establishes cooperative relationships in a multicultural, urban community, and must be able to communicate effectively orally and in writing, and make effective public presentations.

Each of Peralta's colleges has programs of distinction that require unique and specialized skills. The successful candidate will possess a skill set that matches the requirements of Merritt College and will be expected to demonstrate a proven ability to continue to expand on the college's commitment and work in achieving excellence in education and service for students and the community.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

The Chancellor will consider educational background, professional experience, accomplishments, reputation, and character in the search for the President.

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I. Professional Qualifications and Personal Characteristics

The President of Merritt College will:

- A. Possess a master's degree from an accredited college or university, which is required. An earned doctorate is highly preferred.
- B. Demonstrate evidence of a thorough understanding of and commitment to the comprehensive community college mission as described in the College's mission statement.
- C. Be a strong leader that assures the college responds in a timely and appropriate manner to the educational needs of students and the community.
- D. Be an effective communicator who can lead the development and promotion of a shared vision of the college to both internal and external college constituents.
- E. Be a leader who understands and appreciates complex political organizations and is confident of his/her ability to lead effectively in a multi-cultural, urban environment.
- F. Be a strong visionary leader with successful administrative and teaching experience, preferably in a community college.
- G. Be a strong leader to ensure student enrollment, retention, and success.
- H. Be a credible academic leader who understands teaching and learning, and is guided by student needs in his/her decision-making.
- I. Be a resourceful advocate for the college who will lead in the development of alternative sources of revenue to expand programs and services.
- J. Demonstrate a proven capacity to administer budget and financial management operations.
- K. Be a well-respected leader who maintains integrity and high ethical standards, and engenders trust.
- L. Be a leader who demonstrates empathy for others, regardless of background, race, ethnicity, religion, personal belief, disability, age, or sexual orientation and for under-represented groups or those who have suffered from discrimination.
- M. Be an effective change agent who, while addressing the needs of the college community, respects, encourages, and supports responsible risk-taking as a vehicle to strengthen the college.
- N. Be a team-builder who attracts excellent management talent, brings out the best in their abilities, and who will mentor and develop leadership abilities in others.
- O. Be a skillful manager with a commitment to empowering members of the leadership team, both individually and collectively, to accomplish specific goals and objectives.
- P. Be committed to learning, understanding, and interfacing with the City of Oakland and surrounding communities.
- Q. Be an accessible leader who takes the responsibility to insure his/her appropriate availability to the college community.
- R. Demonstrate competency through understanding, sensitivity, and respect for the diverse academic, socioeconomic, cultural and multicultural, linguistic, disability and ethnic backgrounds of community college students.
- S. Be a builder of partnerships with a proven record of successful collaboration between the college, the district office, and the external communities, including business, government and community agencies.
- T. Be an action-oriented leader who will move the college community from discussion to action in addressing important issues facing the college.

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U. Demonstrate the ability to effectively build morale and to motivate and relate to students, faculty, and staff.

V. Be an effective communicator both orally and in writing who will represent the college with pride and dignity in the larger community.

W. Be a self-assured leader who is comfortable with the spirited dialogue and diverse opinions and lifestyles that are part of an urban multicultural environment.

II. Institutional Needs and Related Selection Criteria

A. Enhance Merritt College's comprehensive community college mission and values:

1. Ability to articulate a vision and extend the understanding and implementation of the comprehensive community college mission to all constituencies.
2. Capacity to maintain, develop and direct appropriate and innovative curricula, including applied technology education/training, general education/transfer programs, continuing and community education, and community service.
3. Ability to promote economic development in the Peralta Community College District and the state by timely responsiveness to the training needs of local business and industry.

B. Provide administrative leadership for the present and future of Merritt College:

1. Demonstrated commitment to the achievement of excellence in all elements of institutional operations.
2. Ability to champion the use of technology in all areas that support teaching and learning.
3. Proven leadership skills with a decisive, yet open, participatory and consultative approach.
4. Ability to build a dynamic, productive administrative team, by selecting multi-culturally competent staff members, effectively delegating responsibilities and requiring appropriate accountability.
5. Demonstrated commitment to the recruitment, selection and retention of strong and diverse faculty and staff.
6. Demonstrated experience supporting and/or developing curricular and extracurricular programs which enhance the development and learning of all students, including those with varying cultural and ethnic backgrounds, abilities, disabilities and levels of college readiness.
7. Proven ability to relate to a diverse student body and their issues, and to focus on what is important for students when making decisions.
8. Awareness of and commitment to the use of technology in the delivery of programs and the maintenance of institutional data and information.
9. Skill in strategic/master planning and implementation processes.
10. Recognition of the important role all parts of the college (e.g., academic and applied technology programs, student services, libraries, public relations, development, physical plant, etc.) play in the overall contribution to education.
11. Proven ability to lead, direct and manage organizational and fiscal resources while delegating appropriate decision-making authority to divisions and departments.

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12. Ability to provide college leadership and oversight in the coordination of capital projects with the Department of General Services and campus constituencies in the facilitation of multiple construction and renovation projects on a sprawling urban campus.
 13. Commitment to and support of the Sustainable Peralta Initiative.
- C. Encourage and support increased diversity, including race, ethnicity, personal belief, religion, disability, age, or sexual orientation, and under-represented groups:
1. Commitment to keep the college accessible to a diverse urban population and to diverse personal, cultural, economic and ethnic values.
 2. Sensitivity and commitment to the crucial role that diversity and pluralism play in a community college.
 3. Experience with successful implementation of effective equal opportunity, affirmative action, and nondiscrimination policies and programs.
 4. Demonstration of a commitment to ensure diversity among students, faculty and staff through effective recruitment, retention, and development programs.
 5. Demonstrated success in developing and/or implementing multicultural curriculum development.
 6. Demonstrated success in developing and/or implementing pedagogies and student service strategies designed to meet the needs of a diverse student body.
 7. Demonstrated success in developing and implementing programs to enhance student equity.
- D. Fundraising and general support for the College:
1. Ability to develop effective relationships with the Peralta Colleges Foundation, the PCCD Board of Trustees, and other constituencies to promote general and financial support for the College.
 2. Ability to create and successfully administer capital campaigns, private fund-raising, and other development activities.
 3. Encourage and support external funding and innovative programs.
 4. Ability to develop strong partnerships with business and industry for mutual benefit.
 5. Commitment to maintain and establish positive relationships and partnerships with the other colleges and universities.
 6. Ability to develop strong alumni relations.

MINIMUM QUALIFICATIONS

1. Possession of a master's degree from an accredited college or university.
2. One (1) year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard.

Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

Revised: N/A