

PERALTA COMMUNITY COLLEGE DISTRICT - January, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

COLLEGE PRESIDENT – College of Alameda (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 is 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 College of Alameda 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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The President of College of Alameda will be expected to lead the college by example and by motivating others to meet the following challenges and opportunities:

Internal Leadership

The President of College of Alameda will be expected to provide leadership toward the effort to serve Peralta's expanding academic areas by placing a high priority on training and hiring faculty and staff that will be part of educational programs designed to prepare students for the future.

Campus Facilities

The President of College of Alameda will provide leadership with the development and implementation of campus capital projects envisioned for the college.

Partnerships

The President of College of Alameda will be expected to take the lead in the development of the programs and activities that will enhance and expand partnerships with the business community.

The President of College of Alameda will be expected to provide leadership and enhance the positive relationships that the college enjoys with K-12 districts and proximate four-year colleges and universities in the area.

Neighborhood Development

The President of College of Alameda will provide leadership and assist the district with assessing the needs for current community educational programs and facilitate the further development of new instructional programs.

Preferred Qualifications

The Chancellor will consider educational background, professional experience, accomplishments, reputation, and character in the search for the President of College of Alameda. Leading candidates will have demonstrated success in entrepreneurial and innovative approaches to addressing the challenges and opportunities set forth above.

The College of Alameda President will:

- Preferably possess a doctorate degree from an accredited college or university, although a master's degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum is required.
- Be a credible academic leader who models the highest standards of leadership, is committed to academic excellence and is guided by student and community needs in decision-making.
- Be a highly visible administrator in the community who strives to continue and enhance working relationships with all facets of the community.
- Be a skillful administrator who builds upon an existing management team a sense of community, inspires and motivates others, sets a strategic course of action and holds subordinates accountable.
- Have a record of community activities designed to enhance college commitment as a full partner within the community.

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- Be an administrator who demonstrates leadership support and achievement in applying collaborative, collegial and consultative principles, and who respects “shared governance” principles, and processes for all constituents, a leader who possesses excellent human relations skills.
- Have a record of effective community college leadership at local, state, and national levels.
- Be a technologically sophisticated leader who understands the uses of technology within academic, administrative, and operational environments, including distance learning, web-based instruction, and other alternative instructional delivery systems.
- Be a strong fiscal manager with entrepreneurial spirit and knowledge of budget issues at the college, district, and state levels in the areas of instruction, student services, and infrastructure.
- Be an effective communicator who is sensitive and responsive to the campus climate and demonstrates leadership and management achievements in a multicultural, urban environment.
- Have demonstrated senior-level administrative experience in a collegiate environment and possess a strong academic background.

District Mission Statement

“The mission of the Peralta Community College District is to provide accessible high quality learning opportunities to meet the educational needs of the multicultural East Bay community.”

Goals

1. Assess the quality of the existing instructional programs and recommend programs for continuation, improvement, and enhancement of phase out if no longer viable or appropriate.
2. Promote a student-centered culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.
3. Monitor student academic progress and assess the performance of students for a three (3) year period after completing a PCCD program and/or transferring to a four-year institution.
4. Strengthen the transfer mission of the district and increase the transfer rate of our students to four-year colleges and universities.
5. Build partnerships and alliances with businesses and industries, other educational institutions, and community-based organizations to meet the demand for workforce preparation and life long learning and support the training and educational needs of an international workforce.
6. Position the district to be a strong and significant partner in the economic development of the six cities in the college’s service area.
7. Develop and implement a comprehensive marketing plan to promote the mission of the College and District and enhance enrollment growth.
8. Develop a distinctive and positive image for the district and a special “niche” for each of our colleges, predicated upon quality of performance and service to students and the community.

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9. Fully integrate the planning, assessment, and budget process in order to be more effective and efficient and to make full use of institutional research and effectiveness indicators.
10. Review and make appropriate adjustments to the district's current organizational structure and staff and build a management team with a shared vision and high competence.
11. Remain committed to affirmative action and maintain employment practices that assure a superior and diverse workforce.
12. Restructure the district's budget and budget process to further improve financial efficiency to reflect the goals and priorities of the district and provide a rational basis for allocating the financial resources to the primary cost center.
13. Upgrade and expand the use of technology in educational programming and administrative services to provide state-of-the-art equipment, information access, and facilities for students, faculty, and staff.
14. Substantially increase the amount of funds generated through competitive grants and other external funding sources.
15. Develop and recommend strategies to provide a competitive salary and benefit packages for all employees of the district.
16. Develop and implement a comprehensive Human Resources plan that includes the assessment of professional development needs, employee performance and development, and maximizes the benefit of shared governance.
17. Provide a working environment that promotes respect and civility, facilitates open and honest communication, courteous service to students, and is generally satisfying and self-fulfilling.

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 ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

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- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

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