

**PERALTA COMMUNITY COLLEGE DISTRICT - February, 2007**

**ACADEMIC MANAGEMENT JOB DESCRIPTION**

**COLLEGE PRESIDENT – Laney 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 Laney 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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• Professional Qualifications and Personal Characteristics

1. A master's degree from an accredited college or university is required. An earned doctorate is highly preferred.
2. Evidence of a thorough understanding of and commitment to the comprehensive community college mission, as described in the College's mission statement.
3. Successful administrative experience and teaching experience at a community college are strongly preferred.
4. Proven capacity to manage and administer budget and financial management operations.
5. Maintains integrity and high ethical standards; engenders trust.
6. Ability to build morale and to motivate and relate to students, faculty, and staff.
7. Commitment to learning, understanding, and interfacing with the Oakland community.
8. Exceptional communication skills (oral and written), demonstrating an openness and willingness to listen to the opinions of others and enable consensus building.
9. Demonstrated empathy for others, regardless of background, race, ethnicity, religion, personal belief, disability, age, or sexual orientation and for under- presented groups or those who have suffered from discrimination.
10. Demonstrated competency through understanding, sensitivity, and respect for the diverse academic, socioeconomic, cultural and multicultural, linguistic, disability and ethnic backgrounds of community college students.

• Institutional Needs and Related Selection Criteria

1. Enhance Laney College's comprehensive community college mission and values.
  - Ability to articulate a vision and the capacity to extend the understanding and implementation of the comprehensive community college mission to all Laney College constituencies.
  - 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.
  - 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.
2. Provide administrative leadership for the present and the future of Laney College.
  - Demonstrated commitment to the achievement of excellence in all phases and locations of institutional operations.
  - Proven leadership skills with a decisive yet open, participatory and consultative approach.
  - Ability to build a dynamic, productive administrative team, by selecting multicultural competent staff members, effectively delegating responsibilities, and requiring appropriate accountability.
  - Demonstrated commitment to the recruitment, selection and retention of strong faculty and staff, including supporting viable compensation and professional development.

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- 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 background abilities, disabilities and levels of college readiness.
  - Proven ability to relate to a diverse student body and their issues, and to focus on what is important for students when making decisions.
  - Awareness of and commitment to the use of technology in the delivery of programs and the maintenance of institutional data and information.
  - Skill in strategic/master planning and implementation processes.
  - 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.
  - Proven ability to lead, direct and manage organizational and fiscal resources while delegating authority for appropriate decision-making to divisions and departments.
3. Encourage and support increased diversity, including race, ethnicity, personal belief, religion, disability, age, or sexual orientation, and under-represented groups.
- Commitment to keep the College accessible to a diverse urban population and to diverse personal, cultural, economic and ethnic values.
  - Sensitivity and commitment to the crucial role that diversity and pluralism play in a community college.
  - Experience with successful implementation of effective equal opportunity, affirmative action, and nondiscrimination policies and programs.
  - Demonstration of a commitment to increase the numbers of minority students, faculty and staff through effective recruitment, retention, and development programs.
  - Demonstrated success in developing and/or implementing multicultural curriculum development.
  - Demonstrated success in developing and/or implementing pedagogies and student service strategies designed to meet the needs of a diverse student body.
  - Demonstrated success in developing and implementing programs to enhance student equity.
4. Fundraising and general support for the College.
- Ability to develop effective relationships with the Peralta College Foundation, the PCCD Board of Trustees, and other constituencies to promote general and financial support for the College.
  - Ability to create and successfully administer capital campaigns, private fund-raising, and other development activities.
  - Encourage and support external funding and innovative programs.
  - Ability to develop strong partnerships with business and industry for mutual benefit.
  - Commitment to maintain and establish positive relationships and partnerships with the other colleges and universities.
  - Ability to develop strong alumni relations.

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5. Performs other duties as assigned by the Chancellor.

**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:

- 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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