



President  
President

PRES/1

## JOB SUMMARY

This position is responsible for providing the overall leadership, administration and direction for the college's comprehensive educational program in accordance with applicable federal and state legislation, policy and guidelines.

## MAJOR DUTIES

- Oversees the actions of subordinate professionals who perform planning services for the college by analyzing and assessing the effectiveness of programs and coordinating the strategic planning efforts of the college.
- Oversees the actions of subordinate professionals who manage the college's budget services in budget development and expenditure control activities; recommends and approves appropriate priorities.
- Oversees the actions of subordinate professionals who manage the human resource functions, including compensation, benefits, recruitment, employee relations, and personnel/payroll transactions.
- Oversees the actions of subordinate professionals who plan, administer and evaluate administrative and facilities operations including engineering and physical maintenance, purchasing, property controls, food service, security, safety and fire services, horticulture, environmental health, motor transportation, telecommunications, and mail service; directs the development and maintenance of capital plan for projects and equipment purchases; oversees the preparation, bid and awards of contracts to provide equipment and supplies.
- Oversees the actions of subordinate professionals who design, monitor and provide instruction and student services for the college; provides overall leadership for education programs and serves as liaison to other educational and governmental agencies and programs; establishes education program objectives, designs program procedures and develops policies.
- Oversees the actions of subordinate professionals who plan, develop, implement and direct marketing, media and public relations programs for the college; approves/disapproves the annual marketing plan for the college and makes any changes/adjustments to the plan as needed; approves and makes recommendations for special events designed to raise funds for the college; directs projects and campaigns for community and public awareness programs; acts in the capacity of official spokesperson for the college by attending official gatherings and functions; provides informative printed or oral reports and/or presentations to diverse audiences; represents the college at meetings, conferences, committees, and task forces.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of and commitment to the mission of postsecondary education.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.
- Knowledge of human resource management principles, including those related to compensation, benefits, recruitment, employee relations and payroll transactions.
- Knowledge of facilities management strategies.
- Knowledge of student instruction and services principles.
- Knowledge of college marketing principles.
- Skill in the delegation of responsibility and authority.
- Skill to work cooperatively with a local board, legislators, community leaders, students, faculty and staff.
- Skill to make timely decisions,

- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Board of Regents assigns work in terms of college goals and objectives. The supervisor reviews work through conferences, reports, and observation of college activities.

## **GUIDELINES**

Guidelines include Board of Regents rules and regulations, budget process guidelines, related federal regulations, and other system policy manuals. These guidelines require judgment, selection and interpretation in application. This position develops college guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the operations of Darton State College. Success in this position contributes to the success of all college operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, elected and appointed officials, contractors, representatives of other colleges and universities, alumni, business and community leaders, and members of the general public.
- Contacts are typically give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Vice President for Academic Affairs (1), Vice President for Student Affairs (1), Vice President for Fiscal Affairs (1), Special Assistant to the President (1) and Senior Executive Assistant (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.