

JOB DESCRIPTION

Job Title: <div style="text-align: center;">President</div>	FLSA: <div style="text-align: center;">Exempt</div>
Department: <div style="text-align: center;">Office of the President</div>	Date Reviewed <div style="text-align: center;">5/3/23</div>
Security Sensitive: <div style="text-align: center;">Yes</div>	Grade: <div style="text-align: center;">Ungraded</div>
Reports To: <div style="text-align: center;">Board of Regents</div>	

Job Summary

The chief executive officer of the college is responsible for the overall management and operation of the college. This position is responsible for the development and implementation of the college's strategic plan, the management of the college's budget, and the oversight of all college activities. The chief executive officer is also responsible for the recruitment and retention of college personnel, the development of the college's physical plant, and the maintenance of the college's reputation. The chief executive officer is the primary representative of the college to the public and the community.

- x Develops and recommends college long and short term goals and objectives, organizational structure and staffing complement;
- x Develops and recommends the college budget; exercises control over all fundraising activities for the college; secures additional sources of revenue to fund capital improvements and fund strategic initiatives to further the mission of the institution;
- x Directs and exercises appropriate control over college's intercollegiate athletic programs;
- x Promotes excellence in academic offerings; evaluates and enhances the achievements of the institution;
- x Maintains and further develops mutual governmental, business, professional, social, and educational relationships which represent the interests of the service area;
- x Establishes and maintains a climate which encourages the development and retention of competent personnel, high level of morale, and achievement of the college's goals;
- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Requires the kind of

x Other duties as assigned.