

## POSITION DESCRIPTION

Superintendent/President

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**Position** ..... Superintendent/President

**FLSA** ..... Exempt

**Evaluated by** ..... Board of Trustees

**Salary Range** ..... Established by Contract

### **General Description**

The Superintendent/President is the Chief Executive Officer of the college and reports to an elected five-member Board of Trustees. Under the direction of the Board of Trustees, the Superintendent/President supervises all operations of the college and assures that the college is administered in accordance with federal and state regulations; accreditation standards, eligibility requirements and Commission policies; and policies adopted by the Board of Trustees. The Superintendent/President provides leadership and advocacy, serves as the educational leader, maintains community, legislative and college relations, oversees the planning processes, and is responsible for the fiscal integrity of the institution.

### **Essential Duties and Responsibilities**

#### **Leadership, Governance and Advocacy**

- Encouraging and maintaining open communication on campus with all constituent groups and with the community.
- Advocating for a governance structure that promotes collaborative decision making, collegiality, staff cohesiveness and respect among all the college constituencies.
- Enhancing the morale of the institution while working to create a unified community and campus environment.
- Participating in activities that strengthen Citrus College's image and community relations and developing effective partnerships between the college and the business, cultural and civic organizations within the college service area.
- Serving as an advocate for the college locally, statewide, and nationally and articulating the mission of Citrus College and the California Community Colleges.

#### **Instruction and Student Services**

- Promoting and supporting an excellent environment for teaching and learning.

#### **Community Education and Economic Development**

- Advancing the state and region's economic growth and global competitiveness through education, training and services that contributes to continuous workforce improvement and local economic development.
- Facilitating lifelong learning for members of the community as well as service the needs of business and industry.

#### **Human Resources**

- Demonstrating effectiveness and a strong commitment to diversity and equal employment opportunity that leads to a college culture reflective of the local community.
- Supporting professional growth and development of all employees.

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### Planning, Finance and Facilities

- Providing leadership in creating a shared vision and establishing institutional goals with the community and constituent groups in the review and development of the college mission and master plans.
- Protecting and expanding Citrus College's fiscal resources by maintaining a prudent financial management system and aggressively advocating for state, federal and alternative funding.
- Strengthening the resource allocation process to emphasize the student-focus of the campus and the need to maintain quality standards for instruction in all permanent and temporary facilities.
- Leading the effort to renovate and expand existing facilities while addressing safety, security and traffic concerns.
- Supporting technology in the classroom and understanding the need to review, upgrade and maintain equipment and technological systems for teaching, learning and administrative support.
- Encouraging and incorporating the use of research and institutional data in the decision-making process.
- Participating actively in the leadership of the Citrus College Foundation and the Citrus Alumni Association.
- Delegating responsibility and authority while maintaining accountability.
- Performing other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Minimum Qualifications**

- Possession of a master's degree (or higher) or possession of a California Community College Administrative Credential (valid for life).
- A minimum of three (3) years of successful leadership experience as a senior administrator at an institution of higher education.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

### **Preferred Qualifications**

- An educator first who values student contributions in all aspects of Citrus College and ensures a learning-centered college environment.
- An ethical, honest and trustworthy individual, who understands and appreciates the role of the Board of Trustees and is committed to establishing solid Board-CEO relationships,
- A person with strong sense of integrity and fairness at both the personal and institutional levels.
- An administrator with excellent organizational skills, a collaborative management style that empowers others through team building and who is an effective and sensitive change agent.
- An effective and sensitive leader, who is accessible and visible, works well with all faculty and staff and who is committed to shared governance and strengthening morale.

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- A Superintendent/President with the ability to work within the framework of collective bargaining and address issues and resolve grievances and problems in a timely manner.
- An administrator with exceptional interpersonal and communication skills.
- A person who is sensitive to, and appreciative of, ethnic and cultural diversity of students, faculty and staff.
- An individual who will work with campus leaders and resolve controversial issues and problems in a timely manner utilizing input from constituent groups.
- An actively involved community leader responsive to local needs and a politically aware administrator with the ability to represent Citrus College effectively.
- A college image builder who possesses strong marketing skills and an ability to interact effectively with the media.
- An individual who is committed to academic freedom and academic excellence in the teaching and learning process and who supports student leadership development, student government, athletics and extracurricular activities.
- An educator who demonstrates a comprehensive understating of the community college and its varied mission components.
- An individual with strong financial and planning skills including budgeting, allocating, assessing priorities and coping with difficult financial periods and issues.
- A person who has experience in the planning, development and construction of college facilities.
- A person who demonstrates empathy and support for students and staff with disabilities.