

CHIEF EXECUTIVE OFFICER  
QUALIFICATIONS AND DUTIES

BFA  
(LOCAL)

The chief executive officer of the College District is the District President.

**Qualifications**

The qualifications of the District President are:

1. Graduate degree from a regionally accredited institution. Doctorate is preferred.
2. A minimum of five years of executive-level administrative experience with significant experience reporting to or working with a Board;
3. Progressive multi-campus/system community and technical college leadership experience preferred;
4. Proven, successful, executive-level experience in higher education (community college experience desired);
5. A distinguished record of professional accomplishments;
6. A reputation as a leader with a vision for the future of higher education/community colleges;
7. A record of actions reflecting concern for the success and well-being of students; and
8. A proven track record in negotiating strategic alliances and in working effectively with both internal and external groups/constituencies.

**Duties**

The District President will:

1. Serve as chief executive officer of the College District with responsibility to the Board for ensuring that the College District's strategic direction and operations are consistent with its mission, purpose, and core values and in compliance with state and federal laws and regulations and accreditation guidelines. The District President will effectively implement policies and regulations established by the Board related to:
  - a. Academics and curriculum development;
  - b. Investments, budgeting, and funding;
  - c. Student services;
  - d. Community relations and fundraising; and
  - e. Personnel.
2. Represent the College District at public events and preside at public exercises of the College District, such as graduation. The District President will confer degrees and certificates recommended by the faculty and authorized by the Board.

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3. Regularly provide information to the members of the Board regarding:
  - a. Current educational trends and the College District's initiatives to maintain relevant and appropriate academic programs and services; and
  - b. Proposed legislation and the potential impact on the College District.
4. Implement College District policies and develop appropriate controls and management practices that achieve efficient and effective use of the College District's resources, and recommend operational policies for consideration by the Board.
5. Direct the strategic planning efforts of the College District, including the development of the master plan and annual budget recommendations, toward meeting established strategic goals and achievement indicators in support of the College District's mission and consistent with its purpose and core values.
6. Enhance academic quality through a comprehensive curriculum, development of new academic and administrative initiatives, and through the employment, professional development, and retention of a well-qualified, diverse, student-oriented faculty and administrative team, while ensuring that criteria required for continued regional accreditation are maintained.
7. Encourage a student- and community-oriented climate consistent with the College District's mission, purpose, and core values, and promote the College District through active involvement in state, national, and local professional and community organizations.
8. Direct and participate in initiatives to foster relationships and establish partnerships with legislators, local governmental officials, and business leaders to enhance and strengthen programs and opportunities offered through the College District to its students.
9. Initiate resource development/enhancement strategies and review internal and external proposals related to funding from grants and contracts to enhance the College District's academic and service programs.
10. Ensure timely and accurate submission of state and federal reports, as well as other required reports, such as regional accreditation reports.

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11. Maintain responsibility for and exercise administrative and fiscal control over the College District's intercollegiate athletics program and related budgets to promote high standards of academics, athletic achievement, and integrity for its student athletes, employees, and support groups.
12. Perform other responsibilities as assigned by the Board.

**Delegation**

To the extent permitted by law, the District President may delegate responsibilities to other employees of the College District but will remain accountable to the Board for the performance of all duties, delegated or otherwise.