

President/CEO

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 221016

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

ACC Board of Trustees

Job Purpose

The President/CEO (President) is the chief officer of the ACC District and, as such, maintains authority over all aspects of the institution's operations.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. **LEADERSHIP:** Acts as executive officer for the Board of Trustees; Advises the Board on policy development and review; Prepares and submits annual Master Plan and budget recommendations to the Board; Implements the College budget as approved and amended; Provides executive leadership in the development and achievement of the vision and goals of the College's Master Plan and Student Success Initiative; Develops and approves Administrative Rules needed for effective College Operations or to carry out Board policy, and reports to the Board of Trustees such rules related to Board policy; Works with Board to develop and implement local, state, and national legislative and institutional advancement strategies; Develops and sustains a high performing executive leadership team; Provides the Board with a timely flow of information regarding the College and its needs; Prepares agenda materials, with the approval of the Board officers, for board meetings and maintains a record of the proceedings; Makes recommendations to the Board for the adoption of instructional programs and other educational and community services.
2. **MANAGEMENT:** Ensures alignment and integration of the Master Plan and Student Success Initiative with college operations and the annual budget; Reviews the educational program on a continuing basis and effects changes that will improve the quality and scope of services offered, and enhance student success; Creates, organizes, and reorganizes, with 30 days prior notice, whenever practical, to the Board of Trustees for major changes to the administrative organization of the College, and manages the administrative organization of the College; Promotes and sustains a healthy institutional climate of mutual respect and high standards of performance for all faculty and staff in achieving high levels of student success across all student cohort groups; Models and sustains effective Servant-Leadership and shared governance practices which enhance achievement of the goals of the institution; Maintains the orderly functioning of the College and takes appropriate action, within the limits of Board policy, as may be necessary to prevent any interference with such orderly operation of the College; Develops succession planning to ensure continuity of college operations.
3. **ACCOUNTABILITY:** Promotes an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of instruction and student support services.
4. **COMMUNITY/PARTNERSHIPS:** Represents the College, in cooperation with the Board and staff, to the community and develops appropriate partnerships which assist in the advancement of the College's mission and vision.
5. **FISCAL:** Ensures sound fiscal practices and expands the fiscal resources of the District; Ensure the accuracy of all reports required by local, state, and federal agencies.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Values open, responsible exchange of ideas; integrity and exemplary standards; and personal and professional accountability.
- Understands the unique role and complexities of community colleges.
- Provides visionary leadership reflecting commitment to the role and mission of a culturally diverse college.
- Demonstrated commitment to high academic standards, student success, and excellence in teaching and learning.
- Demonstrated success in long-term strategic planning, accountability, resource development, and capitol projects.
- Advocates valuing and fostering relationships with minority and underrepresented groups, and understands the needs of these growing populations.
- Providing collaborative leadership, building trust, embracing shared governance, and displaying transparency in the decision-making process.

Work Experience**Required**

- Senior administrative experience at or above the level of vice president in an urban community college setting.
- Commitment to student success, Servant-Leadership, and shared governance.
- Community college teaching experience (full-time or adjunct).

Education**Required**

- Earned doctorate

Safety**Required**

- Provide resources for safe operation of units. Create and support workplace safety.