

UNBANDED

JTC NO. A56
FLSA EXEMPT Y

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

JOB TITLE: College President

LOCATION DESIGNATION: Colleges

DATE PREPARED: Fall 1984

DATE REVISED: July 2001; Fall 2001; Spring 2003; Spring 2004; Spring 2009;
Summer 2010

GENERAL SUMMARY: Responsible for the overall operation of the college. Develops and administers the college budget, college objectives and supervises key administrators within the guidelines of the DCCCD policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Has primary responsibility for planning, development, implementation and evaluation of educational and fiscal programs of the college. Assures compliance with DCCCD policies, state and federal regulations and requirements of accreditation agencies.
- Responsible for supervising and coordinating the activities of key administrators who administer the instructional, fiscal and student programs of the college.
- Responsible for developing and implementing long-range objectives and short-term goals to meet the needs of the college service area.
- Responsible for developing and presenting the college budget, through proper channels, to the DCCCD Board of Trustees for approval, and for administering the overall college budget to provide for the implementation of the stated annual goals and objectives.
- Supervises the recruitment and selection of all college personnel and recommends for employment all contractual personnel.
- Performs related duties as required.

REPORTING RELATIONSHIP:

Reports directly to the Chancellor.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Master's degree or higher. Five years of management experience, including three years upper level administrative experience in a community college/higher education environment preferred. Excellent oral and written communication skills to meet the needs of a diverse student population and staff, local leaders and varying levels of DCCCD staff. Official transcripts will be required.

****May be subject to a criminal background check prior to employment with the District.****