

Job Title:	President		
Department:	President's Office		
Reports To:	Board of Trustees	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for the Board of Trustees in all matters pertaining to the leadership and management of Labette Community College.

Supervisory/Management Responsibilities:

☒ Yes ☐ No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Serves as the Chief Executive Officer of Labette Community College
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
3. Ability to conduct and manage all of the functions of the college
4. Administers the comprehensive community college program in accordance with the objectives of the Board of Trustees and other specific or implied policies contained within the official policy manual or other documents/directives
5. Makes recommendations to the Board of Trustees regarding policies and statutory responsibilities of the Board including the negotiations with the Faculty Association (NEA)
6. Ability to represent the college at conferences, meetings, community activities and other related events
7. Provides information to the Board of Trustees on short-range and long-range plans for the college
8. Serves as a liaison between the Board of Trustees, college community, the Kansas Board of Regents, the Legislature and other agencies that affect higher education in the state
9. Enforces and maintains compliance with all federal, state and local laws and ordinances
10. Performs other duties as assigned or deemed necessary
11. Complies with all organizational and departmental policies and procedures
12. Operates all job-related equipment, machinery, tools and other aids as required or needed
13. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Master's degree, Doctorate preferred
2. Three years of administrative experience at the Dean/Provost level or higher
3. Previous experience working in a community college and experience in curriculum development
4. Previous teaching experience preferred
5. Fundraising experience preferred
6. Overnight travel

Certifications / Licenses:

1. Valid Driver's License

Skills/Knowledge/Abilities:

1. Establishes good rapport with college personnel, staff and the public
2. Ability to administer objectives and goals set by the Board of Trustees
3. Good communication and organization skills
4. Comfortability with technology and distance learning
5. Familiarity with accreditation and licensing issues in Allied Health programs
6. Excellent time management skills and ability to multi-task and prioritize work
7. Ability to fulfill all duties with minimal supervision and to work independently
8. Assess situations rapidly and make logical decisions in a timely manner
9. Analyze facts and exercise sound judgment
10. Ability to effectively manage projects and multiple priorities simultaneously
11. Strong written and verbal communication skills
12. Problem solving and critical thinking skills
13. Strong math, spelling, computer, and calculator abilities
14. Ability to communicate in a professional, calm and courteous manner with the general public and employees
15. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on ___2nd_____ floor of building. Office with ___2_____# windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

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| ☒ Employee Information | ☒ Managerial Information |
| ☒ Organizational Information | ☒ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☒ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

_____ Employee Name (Print)	_____ Signature	_____ Date
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_____ Supervisor / Department Director (Print)	_____ Signature	_____ Date
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Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00			
01			
02			
03			