

**President**  
**Cerro Coso Community College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

The President of Cerro Coso Community College shall be responsible to the Chancellor of the Kern Community College District, as Chief Administrator of the College. The President maintains policies, rules, and regulations as set forth by the Chancellor, the Board of Trustees, the California Education Code, the Board of Governors of California Community Colleges, and the general laws of California and of the United States. Major responsibilities also include assuming leadership in promoting the best interests of Cerro Coso Community College and the Kern Community College District and help to formulate district policies and administer district programs. The President shall have the authority to delegate areas of responsibility as permitted by law.

**Examples of Duties**

1. Assume direct responsibility and accountability for carrying out the general policies of the District and recommending District policy.
2. Responsible for the assignment of all staff.
3. Responsible for the general administration of the College, utilizing the resources of the administration, faculty, and staff.
4. Develop, coordinate, and administer all fiscal matters for the College in conjunction with District policies and procedures.
5. Direct the efforts of the College toward a realization of its functions and promote its relationship with the communities served by the College and its two centers and online program.
6. Examine critically the purposes of the College and make changes and modifications to meet the educational, academic, and workforce needs of the College community.
7. Direct the continuous improvement of the instructional services of the College.
8. Make recommendations for the employment, retention, and dismissal of all management, faculty, and classified personnel.
9. Make recommendations in the appointment of College representatives to appropriate standing and special committees.

### Examples of Duties (continued)

10. Actively participates in the American Association of Community Colleges, the Community Colleges League of California, and other appropriate associations to share the best thinking of those organizations with the faculty and students of Cerro Coso Community College.
11. Represent the College at the local, county, state, and federal levels.
12. Cooperate with the administration of area high schools and elementary schools in the development of best practices leading to the College best serving their student needs and to the appropriate joint use of facilities.
13. In conjunction with the District Facility Planning, seek funding and develop working drawings for the improvement of College facilities.
14. Achieve FTES targets with effective enrollment management for all College sites.
15. Develop a planned annual budget and monitor expenditures accordingly.
16. Serves as Secretary to the CCCC Foundation.
17. Serve as an ex-officio member of all college committees and all College related organizations.
18. Create every opportunity to remain up-to-date in the field of educational and community college leadership by actively pursuing research, writing, publications, public speaking, and any other means by which to exercise institutional leadership.
19. Performs other duties related to the administration of the College and District as directed and delegated by the District Chancellor.

## **Minimum Qualifications**

### **Minimum**

- Master's Degree from an accredited college/institution.
- Teaching or student services experience.
- At least one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Desirable

- Earned Doctorate Degree
- At least 3 years of senior-level administrative experience.
- Both instruction and student services experience at the community college level.
- Participation in community activities and partnership development.

## Knowledge and Abilities

- Knowledge of the mission of the California community colleges.
- Ability to interpret laws, rules, and regulations affecting community colleges.
- Ability to formulate policy and procedures.
- Knowledge of school finance, budget methods and procedures.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)