

**President  
Porterville College  
Kern Community College District  
JOB DESCRIPTION**

## **Definition**

As the educational leader and chief executive, the President of Porterville College is responsible for assessing, planning, organizing, and evaluating the resources, programs, and services of the College to meet the educational needs of the diverse students and communities served in accordance with District, state, and federal policies and regulations. The President works under the general direction of the Kern Community College District Chancellor.

## **Examples of Duties**

1. Govern the College programs in such a manner to assure that academic excellence for the College's diverse student population is the primary goal of the College.
2. Continue to implement participatory governance with an emphasis on collegiality and open communication among diverse constituents.
3. Supervise, coordinate, and evaluate the general activities of College administrators, and delegate to them such authority and responsibility as is appropriate to perform their assigned duties.
4. Provide administrative leadership and direction in the development and implementation of College procedures affecting or relating to curriculum, instruction, student services and activities, financial operations, facilities planning and maintenance, public information, and community relations.
5. Direct the evaluation of employees and recommend to the District Chancellor the placement, promotion, retention, and/or dismissal of employees.
6. Link Porterville College with the communities, businesses, primary and secondary schools served by the College to respond to their needs. To develop partnerships, and to promote the development of needed programs and services.
7. Advise the District Chancellor on matters related to District planning, policies, and operations as they affect the diverse body of students and employees at Porterville College.

### Examples of Duties (continued)

8. Serve as liaison for the College with the District Office on all matters related to policy, procedures, finances, and philosophy.
9. Enable preparation of an annual College budget and direct operations of the College within the provisions of the budget.
10. Serve as the College's representative and spokesperson with officials at the local, state, and federal levels, the Chancellor's Office, other governmental agencies, and community entities, and professional organizations.
11. Direct and assure that student body activities are conducted and student body finances received and disbursed in accordance with District and state regulations and are consistent with the mission of the College.
12. Direct staff recruitment and selection policies and procedures and makes recommendations to the District for approval of employment.
13. Provide leadership to and serve as a voting member of the Porterville College Foundation.
14. Provide leadership for proficiency in institutional finance and fund-raising.
15. Direct public relations activities for the College in accordance with District policies and procedures.
16. Provide for preparation and submission of all College reports required by district, local, state, and federal agencies.
17. Serve as a member of the District Chancellor's Cabinet and serve as a member of other committees as assigned by the Chancellor.
18. Perform other duties related to the administration of the College and District as directed and delegated by the District Chancellor.

## **Qualifications**

### Minimum

- Master's Degree from an accredited college/university
- Teaching or student services experience
- Recent, successful, senior-level administrative experience
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees (currently listed under knowledge and abilities)

## Qualifications (continued)

### Desirable

- Earned Doctorate Degree
- Both instruction and student services experience at the community college level
- Participation in community activities and partnership development

## **Knowledge and Abilities**

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students.
- Knowledge of the mission of the California Community Colleges; community college instructional and student services programs, regulations and policies; principles of employer-employee relations; and principles of the administration of personnel, business, and management services.
- Ability to interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate reports, to coordinate/facilitate meetings; and to establish and maintain effective working relationships among diverse constituents.

## **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

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

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