College of the Redwoods  

Position Description  

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<th>Position: President/Superintendent</th>
<th>Position Number:</th>
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<td>Department: Office of the President</td>
<td>FSLA:</td>
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<td>Reports to: Board of Trustees</td>
<td>Salary Grade: Independently Determined</td>
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Summary  

The President/Superintendent is appointed by the Board of Trustees to implement board policy and to administer the day-to-day affairs of the District and the College.

Distinguishing Characteristics  

The President/Superintendent serves as the Chief Executive Officer and educational leader of the Redwoods Community College District. The President/Superintendent has the primary responsibility to develop administrative procedures to carry out Board policies; to lead the District in meeting its educational, financial and accreditation goals; to create a college environment conducive to quality learning and student success; to support innovative efforts of District employees; and to represent the District and the College to all outside organizations, agencies and institutions.

Essential Duties and Responsibilities

- Serves as the Chief Executive Officer (CEO) of the District; exercises broad decision-making and administrative authority over all college operations.
- Serves as professional advisor to the Board of Trustees regarding the initiation and development of Board policies; assists the Board in understanding its role in developing policies and in operations; provides opportunities for trustee development.
- Serves as secretary to the Board of Trustees; prepares Board meeting agendas in collaboration with the Board President; drafts Board meeting minutes; maintains official files of Board actions.
- Promotes an understanding of the philosophy, mission and vision of the College.
- Provides leadership for the college community; motivates employees towards continuous quality improvement.
- Provides leadership in developing shared goals and objectives; recommends, after participatory input from college constituents, both long and short-term institutional plans to the Board of Trustees.
- Directs the development of the District budget for approval by the Board of Trustees; efficiently administers funds and resources to carry out the mission, vision and goals of the District.
- Represents the College to the community, the media, government and other institutions.
- Directs the development of administrative procedures for the efficient conduct of operations of the District.
- Recommends for Board approval all faculty and staff appointments and changes in employment status; provides leadership and demonstrates a commitment to diversity, affirmative action, and equal opportunity.
- Ensures that the District complies with all applicable laws, accreditation standards, policies and procedures; stays informed of laws which affect the District; secures legal assistance for the District and Board as needed.
- Serves as member of the Board of Directors of the College of the Redwoods Foundation.
- Performs other duties as assigned that support the effective operations of the District.
Qualifications

- **Knowledge and Skills**
  Requires knowledge of California Community College organization, operations, programs and services, including accreditation standards and eligibility requirements, instruction, curriculum development, finance, budget development, student services, human resource management, collective bargaining, facilities planning and community relations. Requires skill to communicate with and lead diverse employee groups, manage all operations of the District, and supervise senior level managers.

- **Abilities**
  Must be able to administer, manage, coordinate, and evaluate all facets of a community college. Must be able to work collegially and collaboratively with the Board of Trustees, the community, students, faculty and staff. Must be able to provide leadership and guidance in the establishment and attainment of goals and objectives and the development of policies and procedures. Must be able to communicate effectively in both written and oral form. Must be able to conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to community college administration.

- **Physical Abilities**
  Position involves light to medium walking, standing, stooping, carrying and lifting of lightweight materials (under 25 pounds). Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to make presentations, preside over meetings, hear over a telephone, and carry on routine conversations.

- **Education and Experience**
  A Masters Degree from an accredited institution is required; earned doctorate is preferred. Required to have successful senior level administrative experience at a college or university.

- **Licenses and Certificates**
  Must possess a valid driver’s license.