

FORT SCOTT COMMUNITY COLLEGE
Position Description PS01

NAME: **JOB TITLE:** Executive Officer - President

DIVISION/DEPARTMENT: Administration

RESPONSIBLE TO: Board of Trustees

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 3-2025

OVERVIEW: The President is the chief executive officer responsible for the development, implementation, and evaluation of the total operation of the College consistent with the statutes of the State of Kansas and the policies established by the Board of Trustees.

REQUIRED EDUCATION BACKGROUND:

- Master's degree required, doctorate preferred.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of five years in a senior leadership position.
- Possess an understanding of and commitment to the role and mission of a rural comprehensive community college.
- Experience in program and outcomes assessment processes.
- Understanding of and commitment to HLC Accreditation Process.
- Active in community, visible and approachable.
- Effective communicator with faculty, staff and community.
- Able to strategize and make decisions based on the priorities and needs of the college.
- Able to motivate and work with employees to reach the highest standards of performance in their positions.
- Has a commitment to diversity.
- Promotes "Students First" as a mandate in educating and serving our students.
- Demonstrates a knowledge and understanding of collective bargaining.
- Has demonstrated successful experience in planning and management of budget and resources.
- Significant experience in fundraising and working with an Endowment Foundation.
- Demonstrates an understanding of the educational process and encourages innovative teaching methods.
- A visible advocate who will build relationships and effectively navigate the political arena.
- Has an understanding of and commitment to advancement of technology in an educational environment.
- Able to be an active member in our community and region while representing our College's interest and commitment to our area of service.
- Ability to remain calm in highly stressful situations.

PHYSICAL REQUIREMENTS:

With or without assistance: ability to sit or stand for extended periods of time; ability to move freely around campus and other locations; ability to follow safety and security practices; ability to operate a motor vehicle.

PRINCIPAL RESPONSIBILITIES:

- Serve as the Chief Executive Officer of the College.

- **Conduct and manage all of the educational functions of the College.**
- **Comply with all College policies and procedures as well as similar directives and regulations of both the State of Kansas and the federal government.**
- **Implement programs approved by the Board and assure that such programs are directed toward the fulfillment of the established purposes.**
- **Devise specific responsibilities and delegate authority to the administrators, supervisors, faculty, and other personnel for carrying out those responsibilities. President retains personal responsibilities for all programs.**
- **Evaluate personnel who report directly to him/her.**
- **Provides for the development of operating budgets for the College, the development of enrollment forecasts to serve as the basis for revenue projections, the administration of expenditures in accordance with the budgets as approved by the Board of Trustees.**
- **Serve as an ex officio, non-voting member of the Board of Trustees at their meetings.**
- **Evaluate all programs and operations of the college according to the adopted policies and develop and implement annual and long-range planning priorities related to program development, facilities maintenance and development, and information technology.**
- **Provide information to the Board of Trustees on short-range and long-range goals and objectives of the College.**
- **Serve as liaison between the Board of Trustees and College and the community, the Kansas Board of Regents, the Legislature, and other agencies that affect higher education in the State of Kansas.**
- **Submit reports, information and documents to the Board of Trustees from the administrative staff and faculty of the college.**
- **Prepare agenda, reports, and recommendations for official Board meetings to facilitate effective decision making and sound formulation of policy.**
- **Represent the Board of Trustees and the College at conferences, meetings, community activities, etc.**
- **Build and maintain support among various local and legislative constituents.**
- **Perform other duties as may be required by law, by agreement, or by the Board of Trustees.**
- **Submit reports, information and documents to the Board of Trustees from the administrative staff and faculty of the college.**
- **Consult with administrators on guidelines and procedures and concerns relative to their areas of responsibilities.**
- **Work closely with local business, industries, groups and education institutions.**
- **Be actively involved in all phases of community life.**
- **Work closely with the Board of Regents and staff.**
- **Maintain close relationship with state organizations, i.e. KACC, Council of Presidents, etc.**

All job descriptions are subject to revision based on changing needs of the College.

Signature

Date