

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2000**

**COLLEGE PRESIDENT**

**FLSA STATUS: EXEMPT – PAY GRADE: N/A – A**

**JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT**

**GENERAL STATEMENT OF JOB**

The College President is responsible to the District Board of Trustees for the organization and administration of the College. The general powers, duties, and responsibilities of the office are as set forth in the Florida Statutes State Board of Education Rules, and the contract of employment between the District Board of Trustees and the College President are incorporated herein by reference.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

**General Powers of the College President:** The College President shall:

Exercise general oversight of the college to determine needs and recommend improvements.

Advise and counsel the board of trustees and recommend board action.

Recommend and enforce rules of the board of trustees.

Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.

Perform duties and exercise responsibilities assigned by law, rules of the State Board of Education, and by the board of trustees.

Delegate authority necessary to insure that laws and rules are executed efficiently.

**Duties and Responsibilities of the College President.** The College President shall:

Advise and counsel the board of trustees and seek the advice and counsel of the board.

Recommendations, nominations, proposals, and reports to the board from the president shall be recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the board. In the absence of such record, the recommendations, nominations, proposals, and reports shall be presumed consistent with action by the board.

Attend, but not vote at, all meetings of the board of trustees except when on authorized leave or when excused for official travel.

Keep minutes of all official actions and proceedings of the board of trustees and keep such other records, including records of property held or disposed of by the board, as may be necessary to provide complete information regarding the college.

Act for the board of trustees as custodian of all college property. Recommend plans for contracting, receiving, purchasing, acquiring through condemnation, leasing, selling, holding, transmitting and conveying title to real and personal property. Recommend plans for holding in trust and administering real and personal property, money, and other things of value, granted, conveyed, devised, or bequeathed for the benefit of the college.

## COLLEGE PRESIDENT- Page 2

Recommend to the board of trustees a long-term program concerned with the location and development of college buildings, transportation, personnel, instruction, student development services, and other educational features involving the interest and welfare of the students and citizens of the district over a period of years. Recommend to the board an annual program concerned with the budget, sites to be purchased, buildings to be constructed, personnel, instruction, student development services, and all other phases of the college program developed in harmony and conformity with the long-term program.

Recommend to the board of trustees the establishment, organization, and operation of programs, classes, and services, including, but not limited to holidays and vacation periods, plans and procedures for cooperating with other colleges and agencies, and plans for the establishment, maintenance, and operation of a food services program.

Recommend to the board of trustees positions to be filled, minimum qualifications for each position, and persons to fill the positions.

Recommend to the board a salary schedule or schedules for paying employees.

Recommend to the board terms of employee contracts and prepare such contracts as are approved.

Recommend to the board the transfer of employees. During emergencies, transfer employees as necessary and report the transfers to the board at its next regular meeting.

Recommend to the board the suspension of employees. During emergencies, suspend employees until the end of the day of the next regular or special meeting of the board. Notify the board immediately of such suspension. When authorized, notify suspended employees of the charges and the date of hearing. Dismiss employees according to law, rule, and board policy.

Direct the work of and provide leadership for the improvement of employees. Provide for the supervision and improvement of instruction.

Designate an administrator to act for the president during the temporary absence or incapacity of the president and during emergencies.

Recommend to the board rules to account for students, including admission, classification, attendance, control, discipline, promotion, suspension, expulsion, and graduation.

Provide for the development and improvement of instructional programs.

Recommend to the board a physical facilities acquisition and utilization program.

Recommend to the board physical facilities, alterations, repairs, plans, specifications, furnishings, and equipment.

Provide for the maintenance of the plant and grounds, assuring safety and sanitation.

Recommend to the board adequate insurance coverage of college property.

Recommend to the board the condemnation and removal of buildings when appropriate.

Determine the funds necessary to operate the college.

Propose to the board an annual budget. After action by the board, submit the budget to the Division of Community Colleges.

Recommend to the board the borrowing of money when necessary.

Maintain accurate records of all financial transactions as prescribed by the Division of Community Colleges.

Submit financial reports to the Division of Community Colleges as required, with copies to the board.

Bond employees as required by law and board rules.

Recommend to the board the terms, conditions, and specifications for contracts for supplies, materials, and services, including audits. See that materials, supplies, and services are provided according to contract.

Submit reports to the Division of Community Colleges, as required.

Enforce laws, rules of the State Board of Education, and rules of the board.

Attend meetings of presidents called or scheduled by the Division of Community Colleges and participate in professional and general development activities.

Leave with the board of trustees and make available to the successor a complete inventory of college property, together with all official records and such other records as may be needed in supervising instruction and administering the college.

Have or designate custody of the college seal and authenticate true copies of decisions, acts, and documents when required by law, rules of the State Board of Education, or rules of the board of trustees.

Cause complete and accurate records of absences of college personnel to be kept. Records shall include exact date(s) and the nature of the cause of absences.

Perform other related duties as required.

### **SUPERVISION RECEIVED**

Receives direction from the District Board of Trustees.

### **SUPERVISION EXERCISED**

Supervision is exercised over college staff, as required.

### **MINIMUM QUALIFICATIONS**

A doctoral degree from an accredited institution and ten years of administrative experience in an accredited community college and/or qualifications as determined by the District Board of Trustees.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 1/2000