

**San Jose/Evergreen Community College District
Executive Management Job Description**

Position: President

Department: President's Office

POSITION PURPOSE

Under the policy direction of the Chancellor, the President serves as the assigned College's Chief Executive Officer with responsibility for all aspects of College operations and administration. The President participates in the development of the District's mission, vision, values and objectives; plans, integrates and directs the implementation of the District Strategic Priorities and College Specific Plan to ensure student success and promote a supportive work environment; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Assists the Chancellor in carrying out the policies and directives of the District's Board of Trustees.
2. Articulates a vision for the College that defines emerging needs and trends, leads a strategic planning process that guides new programs and services, and brings a holistic perspective/approach to college-wide discussions and priorities.
3. Exercises executive leadership in formulating College educational plans and strategies, ensuring organizational and financial effectiveness and sustainability, and in establishing long-term direction to ensure student success.
4. Champions an institutional commitment to student equity of access and outcomes and to social justice; provides leadership in addressing the needs and rights of a diverse community.
5. Provides fiscally responsible leadership to manage the campus; participates in the development and allocation of the District's budget; directs and monitors the implementation of adopted budgets; directs the preparation and development of College financial reporting including those related to state and federal funding.
6. Serves as chief representative of the College in dealings with the District Office, elected officials, College management, faculty and staff, other community colleges and educational institutions, and business and community groups; serves as College spokesperson in dealings with the media.
7. Provides executive leadership and planning to improve access to academic programs and support services, and student services to promote workforce development, increase degree completion rates and prepare higher numbers of successful transfer students to four-year colleges and universities.
8. Leads College accreditation processes and implementation of statewide initiatives.
9. Provides leadership for a significant number of capital construction and renovation projects.
10. Develops and increases partnerships with K-12, other higher education institutions, business and industry, and the community.
11. Integrates the College's use of institutional research and analysis of data to make informed institutional decisions including evaluating priorities, program review, enrollment management, and budgeting.
12. Participates in participatory governance consultations and collaborations with District and College committees, advisory groups, academic senate and other employee and student groups on a variety of institutional issues.

13. Attends Board meetings and District committee meetings; researches background information and prepares agenda items and reports; tracks status of Board items and verifies required deadlines are met.
14. Performs other duties as assign by the Chancellor.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. Theories, principles and practices utilized to research, develop and implement higher education student learning and success programs and services.
3. District mission, objectives, organization, operations and policies.
4. Principles and practices of business and financial management of public educational institutions.
5. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
6. Principles and practices of information technology systems at a level needed to utilize for the advancement of administrative and other organizational computing.
7. Theories and techniques of negotiation, mediation and conflict resolution.
8. Principles and practices of effective large-organization management and supervision.
9. Principles and practices of strategic planning.
10. Principles and practices of organizational improvement and culture change.
11. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements

Skills and Abilities to:

1. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with considerations of student success and broad organizational, business, legal and economic issues.
2. Work collaboratively with the District Board of Trustees, Chancellor, other administrators, employees and the community to support the District's mission and the Strategic Plan's goals, objectives, and priorities.
3. Provide complex strategic analysis, advice and policy support and develop solutions to complex issues.
4. Represent the District and College effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.
5. Delegate authority and responsibility and ensure accountability.
6. Prepare and administer budgets and ensure accuracy of fiscal reporting.
7. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Apply objective and fair assessments in decision making and personnel matters.

9. Select, motivate and evaluate managers, faculty and staff and provide for their training and professional development.
10. Develop and implement appropriate procedures and internal controls.
11. Operate a computer, standard business software and applications

Education and Experience:

A master's degree from an accredited college or university and at least three years of senior or cabinet-level experience in higher education.

Required Qualifications:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students served and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

Desired Qualifications:

1. At least three years of experience working directly with students.
2. Effective leadership experience working with historically underrepresented groups and groups who may have experienced discrimination.
3. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies/practices, retention of women, ethnic minorities and people with disabilities, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.
4. Extensive experience in external relations demonstrating the ability to communicate respectfully, promote and represent the College and District, develop partnerships, and effectively advocate for the College.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: EM-2

EEO Category: 2B1- Executive/Administrative/Managerial