

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Campus President			<i>BOT Date:</i> Feb 25, 1998
<i>Level:</i> ADM03	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0301	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Responsible for the effective management and general administration and operation of the campus. Promotes and enhances the educational programs in the areas of academic affairs, student services and support services. Effectively selects, allocates, utilizes and manages human, fiscal and physical resources. Directs and oversees the supervision of campus deans, faculty and staff employees.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Develops, implements and evaluates long-range strategic and operational plans for campus-based instructionally related programs and services, to include enrollment management, consistent with District goals and timetables.	20%
2.*	Organizes staff and allocates resources to assure optimal success in goal accomplishment; delegates to groups and individuals duties inherent in goal accomplishment and grants appropriate authority to assure achievement; prepares a budget that allocates resources commensurate with assigned duties.	20%
3.*	Recommends employment, supervises and facilitates the evaluation of the campus faculty and staff.	10%
4.*	Provides leadership and guidance directly and through subordinates that sustains optimal motivation levels through goal attainment.	10%
5.*	Regularly evaluates progress toward goal attainment, redirects human and capital resources as necessary.	10%
6.*	Directs program development and promotes programs, campus and the college.	10%
7.*	Collaborates with institutional support operations to assure that the campus environment/support services promote optimal learning conditions.	10%
8.*	Represents the college in local, state, national, business, governmental and civic organizations. Interprets educational policies, programs and services to faculty, students and the public. Interprets the aims and objectives of community college education by community contacts and participation in community affairs.	10%
9.	Performs other similar and related duties as assigned	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Master's degree required; Doctoral degree preferred.	
<i>Experience:</i>	Seven to ten years prior related work experience required.	
<i>Planning:</i>	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire College.	
<i>Impact of Actions:</i>	<p><i>Operating Budget Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Grant Fund Responsibilities:</i> Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.</p> <p><i>Revenue Generating Impact:</i> Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory, has full authority to commit the work unit to a specific course of action.</p>	
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendation, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problem solving requires choice of courses of action, which are limited by broad company policy and requires understanding and evaluation of impact upon the College. Policy, procedures and precedent are created and/or approved by this position. Solutions effect College policy or operations.	
<i>Communications with Others:</i>	Regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>Supervision of Others:</i>	Supervises multiple functions, with full responsibility for effective operation and results. Nature of work supervised requires extensive training and experience, the ability to integrate diverse campuses of HCC and provide overall leadership for the institution.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
<i>Innovation/Creativity:</i>	Work constantly requires the development/enhancement of innovative and complex methods, procedures, policies, products or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	