

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: College President			BOT Date: May 18, 2005
Level: ADM01	FLSA Status: Exempt	Class Code: A0101	Adm. Rev:

### GENERAL DESCRIPTION

The President is the chief executive and administrative officer of the Community College and Corporate Secretary for the Board of Trustees. The President will execute directly or by delegation all executive and administrative duties in connection with the operation of the College. Terms and conditions of appointment are determined by the Board and management of the College must be in compliance with Florida Statutes and State Board of Education Rules.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Provides for the organization, administration, and leadership of the College.	15%
2.*	Exercises broad discretionary power to carry out Board policy.	n/a
3.*	Makes policy recommendations to the Board on all matters that affect the District.	8%
4.*	Provides leadership for the Academic Programs and Student Support Services.	10%
5.*	Provides leadership for the submission of an annual budget and for administering the Board's approved budget.	10%
6.*	Conducts appropriate planning for the College.	10%
7.*	Recommends additions or changes in personnel and in personnel policies.	10%
8.*	Provides for the formulation of all reports as may be required by the Board, and by local, state or national agencies.	5%
9.*	Recommends to the Board site locations and site utilization. Directs the development and on-going maintenance of the physical facilities.	10%
10.*	Provides leadership for the College's involvement and support of community activities.	2%
11.*	Approves, executes, and administers contracts on behalf of the Board.	2%
12.*	Lends influence in the development of higher education programs in local, state, and national committees and organizations.	10%
13.*	Directs and supports fundraising and grant solicitation activities to increase financial resources available to support programs and services.	2%
14.*	Administers and maintains the Colleges' intercollegiate athletics program to promote high standards of academics, athletic achievement, citizenship, sporting behavior and integrity of its student-athletes, employees and support groups.	1%
15.*	Performs other similar related duties as may be delegated by the Board of Trustees.	5%

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
Education:	Ph.D. or equivalent degree required.	
Experience:	Ten years or more of prior related work experience required.	
Planning:	Makes formal plans that are strategic in nature and have future impact beyond three years. The primary scope of planning activities in this position affects the entire college.	
Impact of Actions:	<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 full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Revenue Generating Impact:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p>	
Impact of Decisions:	Work of position involves leadership which routinely affects campuses of HCC and/or the surrounding community in a demonstrable way.	
Complexity:	Work is broad in scope covering one or more complicated areas. Policy, procedure, and precedent are typically created by this position.	
Decision Making:	Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.	
Problem Solving:	Problem solving requires choice of courses of action, which are limited by broad policy and requires understanding and evaluation of impact upon the College. Policy, procedures and precedent are created and/or approved by this position. Solutions affect College policy or operations.	
Communications with Others:	Continuing contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and explanation and interpretation of policies, rules and regulations and/or the handling of very difficult personal relationships. Regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion.	
Supervision of Others:	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.	
Job-Related Knowledge:	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.	
Innovation/ Creativity:	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.	
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	