

BOARD POLICY SERIES NUMBER: 3025

TITLE: JOB DESCRIPTION – PRESIDENT

Following is the job description for the President of Linn-Benton Community College.

JOB TITLE: PRESIDENT

REPORTS TO: LBCC BOARD OF EDUCATION

SUPERVISES: Directly: Vice presidents (3); director, College Advancement and executive director, LBCC Foundation (1); director, Development (1), executive assistant and board secretary (1).

Indirectly: Responsible for all college management, faculty, and classified staff.

JOB SUMMARY: The LBCC president is the chief executive and administrative officer of the college for the Board of Education. The implementation of all policies approved by the Board shall be delegated to the president to administer.

The LBCC president is responsible for all aspects of the college's operations and for interpreting the mission of the college to external and internal constituencies. The president works with a professional staff to ensure that all resources are aligned to achieve the college's vision through strategic planning and the successful accomplishment of established goals.

The LBCC president makes decisions regarding items that cut across multiple internal divisions, affect the college's strategic direction, and /or have significant impact on external relations. The president frequently has to make judgments regarding whether issues require policy review or are within policy and procedure and, therefore, administrative.

The president shall perform other chief executive duties as assigned by the Board of Education and those incumbent to or required by the office.

SPECIFIC RESPONSIBILITIES:

A. Strategic Planning

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1. Implement the general policies approved by the Board of Education, the rules and regulations of the state Board of Education, and general educational law of the State of Oregon as defined by state statutes.
2. Develop and implement the organizational structure of the college.
3. Initiate college policy for consideration by the Board of Education with input from staff and students.
4. Implement college procedures commensurate with college approved administrative rules.
5. Provide leadership for the development and achievement of short- and long-range institutional plans.
6. Provide the Board of Education with timely information on all matters that impact the college.
7. Serve as a nonvoting ex-officio member of all Board of Education committees.
8. Serve as a nonvoting, ex-officio member of the LBCC Foundation Board of Trustees

B. Internal Relations

1. Implement the performance appraisal of college personnel and make recommendations regarding retention, non-retention, and assignment of personnel.
2. Create a healthy work environment through the promotion and practice of good human relations among the staff.

C. External Relations

1. Work closely with various external groups, including business leaders, to understand their current and projected workforce needs; educational leaders, to identify opportunities for collaboration; government leaders, to keep them informed about the status of the college and to acquire the resources to support the operation of the college; and economic development entities to ensure the maximum workforce development potential of the college.
2. Promote and maintain close working relationships between the college and its communities.
3. Serve as the college and district representative at meetings and conferences with federal, state, and local associations and other agencies requiring college participation.

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4. Serve as the college and district representative at public events deemed to be beneficial to the college.
5. Provide reports as required and requested by local, state, and national agencies.
6. Provide general direction for elections as required by Oregon statutes.

D. Leadership

1. Provide the necessary leadership to obtain appropriate accreditation of the college and to maintain accreditation standards.
2. Create and direct a comprehensive campus instructional program and support services that reflect community educational and service needs.
3. Develop and maintain standards of high quality in all facets of instruction, management, and support services.

E. Fiscal Stability

1. Develop and submit the annual budget in accordance with Oregon budgeting practices and administer the funds within the approved budget, subject to relevant statutes and state fiscal rules. As required by Oregon law, serve as clerk of the college district.

F. Leadership Development

1. Provide appropriate in-service, upgrading and retraining for administration, faculty, and classified staff in order to assure maximum professional competence.

DATE OF ADOPTION: 03/10/83

DATE(S) OF REVISION(S): 12/16/92; 12/15/99; 10/22/04; 05/21/08