

PRESIDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

As the chief executive of the College, and through the authority delegated to the President by the WCCA Board of Governors, assume responsibility for the efficient and effective direction and operation of the College in line with the policies adopted by the Board. Represent the College's interests with other educational agencies, institutions, government, industry, and the community at large.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to the Board of Governors.

Exercises direct supervision over administrative, professional and support staff. Indirectly responsible for all staff and faculty.

ESSENTIAL FUNCTION STATEMENTS-*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all College programs, services, and activities on all campuses and throughout the service area and ensure the continuous efficient and effective operation of the College.
2. Assist the Board of Governors in the fulfillment of its responsibilities by recommending policies for Board action and developing and administering institutional procedures to implement policy.
3. Advise the Board of Governors on matters related to its fiduciary responsibilities to the College; progress in meeting institutional goals and priorities; the role, function, and reputation of the College; and current and emerging topics in higher education, particularly those relevant to the College.
4. Implement, train, and model shared governance for the College and ensure decisions that arise from a process of shared governance result in a shared commitment and cycle of institutional self-evaluation through which the College collectively directs its efforts and resources to continuous, meaningful improvement.
5. Lead the collaborative development and implementation of the College's Strategic Plan, establishing goals and objectives aligned with the institution's mission and vision. Ensure the assessment and evaluation of all efforts to support a culture of data-informed decision making and continuous improvement.
6. Build relationships and foster a College culture that supports diversity, equity, and inclusion. Create a campus climate of civility that supports individual rights and respects diverse cultures, backgrounds, and ideas at all levels. Address barriers and challenges that inhibit the retention of diverse individuals through intentional strategies and holistic approaches.

7. Oversee and direct the development, presentation, and administration of the College budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitor revenues and expenditures; monitor and understand enrollment as it relates to budgeting; oversee the development of alternative sources of funding.
8. Approve, or delegate the approval of, personnel actions for all employment matters, except the position of President.
9. Continuously monitor and evaluate the efficiency and effectiveness of college service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
10. Provide overall leadership for the accreditation of the College, including ongoing preservation of status and oversight of processes. Ensure the College is compliant with all federal, state, and other regulatory policies, laws, and requirements.
11. Advise and collaborate with the WNCC Foundation Executive Director to assist in the fulfillment of the mission of the Foundation. Serve as an ex-officio member of the Foundation Board of Directors.
12. Represent WNCC to appropriate local, state, and federal agencies in matters pertaining to community college education in western Nebraska. Provide leadership in working with business and industry and encourage economic and workforce development within the Panhandle, developing the educational programs necessary to meet these challenges.
13. Perform related duties and responsibilities as required.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's degree from a regionally accredited institution is required. Preference may be given to a candidate with an earned doctorate or terminal degree.

Experience:

Significant leadership experience including administrative, financial, and supervisory is required. It is preferred that at least some of this experience be within a rural community college.

Teaching experience within a community college is preferred.

License or Certificate:

Possession of, or the ability to obtain, an appropriate, valid driver's license and an acceptable driving record that does not exclude the driver from coverage under WNCC's vehicle insurance.

QUALIFICATIONS

Knowledge of:

1. Modern principles and practices of community college administration.
2. Organizational and management practices as applied to the planning, analysis and evaluation of

- programs, policies, and operational needs.
3. Principles of personnel management, supervision, training, and performance evaluation.
 4. Principles and practices of budget preparation and administration.
 5. Principles of effective public relations and interrelationships with community groups and agencies, other educational institutions, private businesses and firms and different levels of government.
 6. Research and reporting methods, techniques, and procedures.
 7. Sources of information related to a broad range of educational programs, services and administration.
 8. Pertinent Federal, State, and local laws, codes, and regulations.

Skills

1. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
2. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
3. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
4. Service Orientation — Actively looking for ways to help people.
5. Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
6. Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Negotiation — Bringing others together and trying to reconcile differences.
9. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
10. Speaking — Talking to others to convey information effectively.
11. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
12. Time Management — Managing one's own time and the time of others.
13. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Work Activities

1. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
2. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others and maintaining them over time.
3. Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.
4. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
5. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

7. Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
8. Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
9. Interacting With Computers — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
10. Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
11. Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
12. Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
13. Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Work Context

1. Electronic Mail
2. Face-to-Face Discussions
3. Telephone
4. Impact of Decisions on Co-workers or Company Results
5. Responsible for Others' Health and Safety
6. Frequency of Decision Making
7. Coordinate or Lead Others
8. Responsibility for Outcomes and Results
9. Time Pressure
10. Deal With External Customers
11. Frequency of Conflict Situations
12. Public Speaking
13. Deal With Unpleasant or Angry People
14. Irregular Work Hours
15. Frequent Travel to Meetings and Between Locations

I certify that I have reviewed and have been provided a copy of the current position description for the position to which I am assigned.

Employee printed name Employee signature Date

Supervisor printed name Supervisor signature Date

Human Resources printed name Human Resources signature Date