



POSITION DESCRIPTION

Superintendent/President

Position Superintendent/President

FLSA Exempt

Evaluated by Board of Trustees

Salary Range Established by Contract

General Description

In accordance with Citrus College's mission, vision and values, the Superintendent/President provides leadership and advocacy, serves as the educational leader, maintains community, legislative and college relations, oversees the planning processes, and is responsible for the fiscal integrity of the institution. The Superintendent/President is the Chief Executive Officer of the college and reports to an elected five-member Board of Trustees. Under the direction of the Board of Trustees, the Superintendent/President supervises all operations of the college and assures that the college is administered in accordance with federal and state regulations; accreditation standards, eligibility requirements and Commission policies; and policies adopted by the Board of Trustees.

Essential Duties and Responsibilities

Leadership, Governance and Advocacy

- Advocating for a governance structure that promotes collaborative decision making, collegiality, staff cohesiveness and respect among all the college constituencies.
- Encouraging and maintaining open communication on campus with all constituent groups and with the community.
- Enhancing the morale of the institution while working to create a unified and inclusive community and campus environment.
- Participating in activities that strengthen Citrus College's image and community relations and developing effective partnerships between the college and the business, cultural and civic organizations within the college service area.
- Serving as an advocate for the college locally, statewide, and nationally and articulating the mission of Citrus College and the California Community Colleges.

Instruction and Student Services

- Promoting and supporting an excellent environment for teaching and learning.
- Promoting and supporting student services to ensure student success.
- Creating an environment that is welcoming to equity and inclusion.

Community Education and Economic Development

- Advancing the state and region's economic growth and global competitiveness through education, training and services that contributes to continuous workforce improvement and local economic development.
- Facilitating lifelong learning for members of the community as well as service the needs of business and industry.

Human Resources

- Demonstrating effectiveness and a strong commitment to diversity and equal employment opportunity that leads to a college culture reflective of the diverse region the college serves.
- Supporting professional growth and development of all employees.



POSITION DESCRIPTION

Superintendent/President

Planning, Finance and Facilities

- Providing leadership in creating a shared vision and establishing institutional goals with the community and constituent groups in the review and development of the college mission and master plans.
- Protecting and expanding Citrus College's fiscal resources by maintaining a prudent financial management system and aggressively advocating for state, federal and alternative funding.
- Strengthening the resource allocation process to emphasize the student-focus of the campus and the need to maintain quality standards for instruction in all permanent and temporary facilities.
- Leading the effort to renovate and expand existing facilities while addressing safety, security and traffic concerns.
- Supporting technology and understanding the need to review, upgrade and maintain equipment and technological systems for teaching, learning and administrative support.
- Encouraging and incorporating the use of research and institutional data in the decision-making process.
- Participating actively in the leadership of the Citrus College Foundation and the Citrus Alumni Association.
- Delegating responsibility and authority while maintaining accountability.
- Performing other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree (or higher) or possession of a California Community College Administrative Credential (valid for life).
- A minimum of five (5) years of successful leadership experience as a senior administrator at an institution of higher education.
- Evidence of ability to communicate effectively with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Demonstrated experience leading a complex educational institution responsible for implementing state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Understanding and appreciation of the role of the Board of Trustees who is committed to establishing solid Board-CEO relationships as an ethical, honest, and trustworthy individual.

Preferred Qualifications

- Possession of a doctorate degree from a regionally accredited institution.
- An educator first who values student contributions in all aspects of Citrus College and ensures a learning-centered college environment.
- A person with strong sense of integrity and fairness at both the personal and institutional levels.



POSITION DESCRIPTION

Superintendent/President

- An administrator with excellent organizational skills, a collaborative management style that empowers others through team building and who is an effective and sensitive change agent.
- A person who has knowledge and a demonstrated ability to lead an integrated planning process.
- An individual with strong financial and planning skills including budgeting, allocating, assessing priorities and coping with difficult financial periods and issues.
- A person who has experience in the planning, development and construction of college facilities.
- An effective and sensitive leader, who is accessible and visible, works well with all faculty and staff and who is committed to shared governance and strengthening morale.
- A Superintendent/President with the ability to work within the framework of collective bargaining and address issues and resolve grievances and problems in a timely manner.
- An administrator with exceptional interpersonal and communication skills.
- A person who is sensitive to, and appreciative of, ethnic and cultural diversity of students, faculty and staff.
- An individual who will work with campus leaders and resolve controversial issues and problems in a timely manner utilizing input from constituent groups.
- An actively involved community leader responsive to local needs and a politically aware administrator with the ability to represent Citrus College effectively.
- A college image builder who possesses strong marketing skills and an ability to interact effectively with the media.
- An individual who is committed to academic freedom and academic excellence in the teaching and learning process and who supports student leadership development, student government, athletics and extracurricular activities.
- An educator who demonstrates a comprehensive understanding of the California community college and its varied mission components.
- A person who demonstrates empathy and support for students and staff with disabilities.
- An individual who is a problem solver demonstrating a forward thinker who can evaluate outcomes and unintended consequences.