CAPE FEAR COMMUNITY COLLEGE

PRESIDENT

DEFINITION

To plan, organize, direct and review the overall administrative and academic operations and activities of the college; to provide highly responsible recommendations to the Board of Trustees; and to represent the college's interests with other educational agencies, institutions, governments, industry and the community at large.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Trustees.

Exercises direct supervision over management, professional, and secretarial staff through the Executive Vice President, the Vice President of Business Services, and the Executive Director of the CFCC Foundation, Inc.

ESSENTIAL FUNCTIONS

Exert responsible and effective leadership.

Assign responsibility for administrative implementation of board policies and state regulations and procedures pertaining to all college programs, services, and activities.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations, including regional accreditation requirements. Review and approve, in advance, all matters forwarded to College’s legal counsel.

Oversee the financial forecast of funding needed for staff, equipment, materials, and supplies and direct the development, presentation and administration of the college budget; monitor revenues and expenditures; and oversee the development of alternative sources of funding and exercise ultimate control of the institution’s fund-raising activities.

Develop, plan and implement, with Board participation, college goals and objectives as well as policies and procedures necessary to provide college services; recommend new or modified programs and systems, and administrative and personnel policies and procedures.

Recommend, employ, and/or delegate the employment of college personnel, and delegate, as necessary, the following personnel functions: the education, motivation, and evaluation of college employees involved in administrative activities; establishment of performance objectives; employee performance reviews; discipline procedures; hear and rule on employee appeals of disciplinary actions in accord with existing policies; and be attentive and responsive to employee morale.

Serve effectively as the administrative leader to the Board of Trustees.
**Essential Functions (cont.):**

Oversee the preparation and administration of a large community college budget.

Identify and respond to issues and concerns affecting the College.

Exercises ultimate control of all institutional fund-raising activities.

Exercises ultimate administrative responsibility for and fiscal control over the institution’s intercollegiate athletics program.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity for:

- making sound decisions
- answering questions
- evaluating the effectiveness of programs and personnel
- demonstrating intellectual qualities

Establish, promote, and maintain cooperative and ethical working relationships with college and government officials, community groups, the general public, and media representatives.

**Experience:**

Ten years of increasingly responsible experience including oversight of academic and administrative support services with at least four years of experience in an administrative and supervisory capacity in a community college or similar academic setting. Experience in a North Carolina community college would be valuable.

**Education:**

A master’s degree from an accredited college or university with major course work in education, business or public administration, personnel management, or a related field is required. A doctorate degree is preferred.

Approved by Board of Trustees 11/16/05