



TITLE	CLASSIFICATION	SALARY RANGE
Superintendent/President	Management Team Educational Administrator	Independently Adjusted

**JOB DESCRIPTION:**

The District Superintendent and President of the College serves as the Chief Executive Officer and Secretary to the Board of Trustees. The primary responsibility of the Superintendent/President is to ensure an excellent education for the students of Santa Rosa Junior College. Consistent with educational excellence the Superintendent/President shall provide sound financial management of the College.

**SCOPE:**

The position of Superintendent/President shall be initiatory and executory. He/she shall act both as a professional advisor to the Board in the formulation of policies for the governance of the College and as executor of the policies adopted by the Board. All powers and duties delegated to the Superintendent/President are to be executed in accordance with the policies adopted by the Board. All acts performed by the Superintendent/President which are classed in law as discretionary are subject to review and final approval by the Board, unless the Board specifically authorizes such acts to be executed in a particular manner.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Serves as the educational leader of the College.
2. Serves as the Chief Executive Officer and Secretary to the Board of Trustees.
3. Serves as the primary administrative advisor to the Board of Trustees in matters of policy.
4. Directs the development of the College budget for submission to the Board.
5. Represents the College to the community, the media, government and other institutions.
6. Informs the Board, staff and local constituencies regarding issues and trends affecting the College and exerts influence in the development of local, state and national policy.
7. Directs the establishment of administrative procedures for the efficient conduct of operations of the College.
8. Formulates immediate and long-range plans regarding all facets of the College.
9. Serves as the Secretary of the Santa Rosa Junior College Foundation.

## **SUPERINTENDENT/PRESIDENT**

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### **ABILITY TO:**

1. Communicate effectively verbally and in writing.
2. Work effectively with groups of diverse ethnic and educational backgrounds.
3. Exhibit leadership in management and planning.
4. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

A Master's degree is required; earned Doctorate preferred.

### **SUPERVISION RECEIVED:**

The Superintendent/President performs his/her duties and responsibilities using broad discretionary powers under the general supervision of the Board of Trustees.

### **SUPERVISION EXERCISED:**

Provides direct supervision of senior management staff. Is responsible for the overall functioning of the District.

Board Approved: 02/12/02