

**President
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

The President of Bakersfield College shall be responsible to the Chancellor of the Kern Community College District. As chief administrator of the College, the President has major responsibilities that include maintaining the policies, procedures, and regulations as set forth by the Chancellor, the Board of Trustees, the California Education Code, the Board of Governors of the California Community Colleges, and the general laws of California and of the United States. The President shall have the authority to delegate areas of responsibility as permitted by law and policies of the Board of Trustees.

Examples of Duties

1. Direct the efforts of the College toward a realization of its Vision, Mission, and Goals.
2. Provide overall leadership to College instructional programs and student services with emphasis on student access and student success in transfer, occupational, and developmental programs.
3. Assume responsibility for assignment of all staff.
4. Provide administrative leadership and direction in the development and implementation of College procedures affecting or relating to curriculum, instruction, student services and activities, financial operations, facilities planning and maintenance, public information, and community relations.
5. Provide leadership, with input from the College community, for staff evaluation and make recommendations to the Chancellor regarding promotion, retention, and dismissal of staff.
6. Link Bakersfield College with the communities, businesses, primary and secondary schools served by the College to respond to their needs. To develop partnerships, and to promote the development of needed programs and services.

Example of Duties (continued)

7. Represent the College at the District, county, State, and federal levels.
8. Provide leadership for development of recommendations to the Chancellor for budget, curricular, support services, facility, and personnel requirements essential to the effective operation of the College.
9. Provide leadership in developing leading edge instructional technology.
10. Enable preparation of an annual College budget and direct operations of the College within the provisions of the budget.
11. Serve as the College's representative and spokesperson with officials at the local, state, and federal levels, the Chancellor's Office, other governmental agencies, and community entities, and professional organizations.
12. Provide leadership in developing business, industry, and public agency partnerships with the College focusing on College participation in community economic development and workforce preparation.
13. Make Chair, Director, and Coordinator appointments according to District policy.
14. Appoint administrative representatives to standing and ad hoc committees and designate chairs of college-wide committees.
15. Actively participate in local, state, and national community college associations and share best practices with the College's stakeholders.
16. Provide leadership for proficiency in institutional finance and fund-raising.
17. In conjunction with the District architect, seek funding and develop working drawings for the improvement of College facilities.

Qualifications

Minimum

- Master's Degree from an accredited college/institution.
- Teaching or student services experience.
- Recent, successful, senior-level administrative experience.

Qualifications (continued)

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable

- Doctorate Degree
- Both instruction and student services experience at the community college level.
- Participation in community activities and partnership development.

Knowledge and Abilities

- Ability to work with the diverse populations present in today's college and community.
- Knowledge and understanding of the distinctiveness of the California Community College system and knowledge of related statutes, regulations, and issues.
- Ability to mobilize community and staff support for the College.
- Ability to create an environment that supports innovation and risk taking.
- Ability to communicate effectively.
- Ability to work in an environment of participatory governance and team building.
- Working knowledge of information technology systems and related applications.
- Competence in fiscal and organizational management.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the College and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)