

## PRESIDENT - WESTCHESTER COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive and the Board of Trustees of the Westchester Community College, the incumbent plans, directs, coordinates, manages and evaluates the programs and activities of the college to ensure that quality educational services are offered to meet the needs of community residents and employers in the most efficient manner possible. The Westchester Community College is fully accredited, with an enrollment of 15,000 students. The incumbent acts as advisor to the Board of Trustees, develops college goals and objectives, evaluates and recommends changes in the facilities and educational programs, manages resources and interacts with numerous officials and executives to broaden access to educational programs and provide life-time learning opportunities for community residents. Direct supervision is exercised over eight department directors or deans and a small clerical staff. Indirect supervision is exercised over a large number of supervisory, professional, clerical and maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops goals and objectives as well as strategies for their achievement, ensuring that educational programs offered meet the needs of students, employees and community, in accordance with policies and directives of the Board of Trustees, federal, state and County regulations;

Directs instructional programs through the organization and development of the curriculum, the procurement of resources, and the promotion of training and placement programs to provide cost-effective and quality learning;

Advises the Board of Trustees in all matters impacting the operation and administration of the college to ensure they are kept abreast of developments and trends in higher education;

Confers with County and government officials on the interpretation and implementation of laws and policies affecting the College to ensure compliance;

Selects and motivates key professional and managerial college personnel to ensure human resource talents are used appropriately and effectively in meeting administrative and educational goals;

Institutes and promotes policies relating to student conduct, standards of performance, overall student admission and dismissal, and probation which are consistent with desired objectives;

Directs the research of economic problems, population growth and labor diversification for long-range college planning;

Appoints and assists faculty committees to participate in the organization, management and development of college programs and internal affairs;

EXAMPLES OF WORK: (Cont'd.)

Oversees the development of students' regular and co-curricular activities to provide an environment conducive to education;

Evaluates organizational structure and educational programs to assess effectiveness and recommends alternatives, when appropriate;

Represents the college's philosophy, objectives and educational commitments to officials, the general public and interest groups;

Directs the preparation of, and reviews annual operating and capital budgets for approval by State and County authorities, assigns budgetary allotments to departments and is responsible for budgetary control of college appropriation;

Interacts with Local and State officials, County Executives from other counties, legislators, community leaders and corporate representatives to discuss goals, objectives and funding for the College.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of administration; thorough knowledge of the principles, practices and methods of program planning and instruction; comprehensive knowledge of educational theory, practices and policies; ability to plan, coordinate, and evaluate the work of others; strong interpersonal skills to enhance relationships with officials, executives, and community leaders; ability to communicate effectively orally and in writing; initiative and resourcefulness in the formulation and implementation of educational and administrative programs; diplomacy; integrity; loyalty; resourcefulness; sound professional judgment in decision-making; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: (a) Master's Degree\*, including graduate preparation in college administration and supervision, AND ten years of appropriate experience, five years of which must have involved services in a key department and administrative responsibility in an educational institution, four years in an instructional capacity and one year in a technical capacity; OR (b) Doctorate\* of Philosophy or Education including graduate preparation in community or two year college education, administration and supervision AND seven years of experience, five years of which must have involved services in a key department in an educational institution, two years of which must have been in an instructional capacity, and one year of which must have been in a technical capacity; OR (c) a satisfactory equivalent combination of training and experience.

Appointment is subject to the approval of the Trustees of the State University of New York.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

