

# IOWA VALLEY COMMUNITY COLLEGE DISTRICT



## JOB OVERVIEW

**TITLE:** President

**REPORTS TO:** IVCCD Board of Directors

**FLSA CLASSIFICATION:** Exempt

**DEPARTMENT:** District Administration

**SUPERVISES:** Executive Leadership Team Members; Director of Marketing; Institutional Researcher

**SOC CODE:** 11-1011

**SOC IPEDS CODE:** 11-0000

### SUMMARY:

The purpose of this position is to serve as the educational leader of the District and the chief administrator and executive officer as appointed by the Board of Directors. The Board President, acting on behalf of the Board, serves in a supervisory role to the President of the District. The President is responsible for the operation of the District with respect to its educational program, its faculty and student services, and the use of its facilities. The President will delegate to the staff all necessary administrative and supervisory responsibilities to ensure an efficient operation of the institution.

## JOB DUTIES

<p><u>District Finance:</u></p> <ul style="list-style-type: none"> <li>• Provides oversight of all district expenditures and spending decisions.</li> <li>• Uses district resources appropriately to achieve short and long-term budget objectives.</li> <li>• Ensures balanced District funding through appropriate levels of student tuition, state aid, tax levies, grants, and other funding sources.</li> </ul>	25%
<p><u>Institutional Performance:</u></p> <ul style="list-style-type: none"> <li>• Guides and communicates annual District objectives.</li> <li>• Leads visioning of potential community and student programming needs and interests.</li> <li>• Ensures student success in quality learning experiences through Arts &amp; Science, Career Technical, and Continuing Education programming.</li> <li>• Administers District policies.</li> <li>• Communicates with all constituents in the total scope of operations including planning, organizing, staffing, and training.</li> </ul>	25%
<p><u>Leadership:</u></p> <ul style="list-style-type: none"> <li>• Engages District stakeholders in IVCCD’s initiatives through the vision, mission, core values, and strategic plan.</li> <li>• Encourages innovation and ideas for district excellence through Higher Learning Commission (HLC) accreditation processes and other quality related initiatives.</li> <li>• Leads district economic development efforts.</li> <li>• Provides oversight of public relations and news media contacts.</li> <li>• Participates in higher education and community college activities and uses data and best practices in decision making.</li> </ul>	25%
<p><u>Professional Relationships:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates knowledge and understanding of the culture of rural central Iowa and specifically of IVCCD.</li> <li>• Develops partnerships with leaders of area business and industry, agencies, and other education institutions.</li> <li>• Works directly with Ellsworth College Board of Trustees, Ellsworth College Foundation, Marshalltown Community College Foundation and area, state and federal legislative bodies and agencies; and professional organizations to facilitate District objectives.</li> <li>• Oversees District employee-management relations.</li> <li>• Maintains quality work relationships with the governing board and district faculty and staff.</li> </ul>	25%

**ADDITIONAL DUTIES:**

Additional duties as required.

**QUALIFICATIONS****EDUCATION AND EXPERIENCE:**

Completion of Master's degree required, Doctorate preferred. A minimum of five years of upper-level higher education administration experience is required. Direct experience in or exposure to administration of a comprehensive community college, multi-college/campus system is preferred. Experience with the following is required: partnership development with K-12, 4-year institutions, business and industry; legislative processes and advocacy; marketing an institution and the recruitment of students; performance management of faculty and staff; student activities, the arts, athletics, campus/student life; institutional effectiveness/assessment; strategic planning; seeking alternative revenue sources, including work with foundations, trusts, contracts, fundraising and grants.

**CERTIFICATIONS AND LICENSES:**

N/A

**KNOWLEDGE/SKILLS/ABILITIES:**

Ability to -

- Lead faculty and staff to achieve the mission, vision and goals of the District in a sustainable manner.
- Work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, staff and/or the public.
- Advocate for and lead in a multi-cultural environment.
- Establish a collegial campus environment that encourages, values, and respects open communication.
- Handle highly confidential matters and materials with discretion.
- Work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines.
- Actively engage and effectively communicate with external constituents throughout the IVCCD communities.
- Communicate effectively both verbally and in writing.
- Organize and manage diverse units of the District.

Knowledge of and experience with –

- Academic services, student support services, extracurricular services and budget planning at the post-secondary level.
- Continuous quality improvement models.
- Computer software which may include Word, Excel, or similar programs.
- Physical plant maintenance and processes related to new construction and renovation.
- HLC accreditation processes.
- Leading an evidence-based learning organization through data driven decision making.
- Teaching, training, and employee development.
- Change management.
- Conflict resolution.

Other Skills/Traits –

- Is fair, flexible, transparent, approachable, and open-minded when working with others.
- Demonstrates valuing people through communicating and listening skills.
- Provides energy and fresh thinking to District initiatives.
- Is respectful, passionate, enthusiastic, and adaptable.
- Exhibits integrity, humility, and ethical behavior.

- Committed to learning through professional organizations and association with other external resources. Is an empowering leader with an accountability focus.

**FINANCIAL AUTHORITY:**

Manage or administer budget within assigned department. Budget or allocate funds within or across departments or divisions.

**TOOLS AND EQUIPMENT USAGE:**

Use computers for word processing, spreadsheets, PowerPoint presentations or custom applications.

**ESSENTIAL FUNCTIONS:**

FREQUENTLY (51-100%)	OCCASIONALLY (0-50%)
This position requires sitting, gripping or feeling with hands, and/or talking or hearing, and lifting up to 10 pounds.	This position requires standing, walking, and reaching with hands or arms.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

This position risks exposure to indoor environment and outdoor environment.

*It is the policy of the Iowa Valley Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 800-284-4823, [Equity@iavalley.edu](mailto:Equity@iavalley.edu), or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**REVIEWED WITH EMPLOYEE BY**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEWED WITH ACCEPTED BY**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.