

EXECUTIVE

NORTHWEST FLORIDA STATE COLLEGE POSITION DESCRIPTION

POSITION TITLE:	President
LOCATION:	Niceville Campus, Building 400 (Serves all NWFSC locations)
FLSA STATUS:	Exempt

The President serves as the chief executive officer/chief administrative officer of the College and as corporate secretary to the Board of Trustees. The President is responsible for all components of the College and all aspects of its operation, and the President is accountable to the Board of Trustees. The individual assigned to this position assumes duties and responsibilities which require electronic accessibility and attendance at events for college business during non-college operating hours and/or when off campus during regular duty hours. The individual filling this position must lead the College in effectively managing change.

PRIMARY RESPONSIBILITIES

The President is responsible for advancing the priorities and initiatives of the College that serve the College's Board-approved mission, goals, and priorities. The President oversees the College's organizational structure and exercises control over the College's educational, administrative, and fiscal programs and services. The President is also responsible for the College's intercollegiate athletics program, Mattie Kelly Arts Center functions, and the institution's fundraising activities in collaboration with the Northwest Florida State College Foundation.

The President provides executive direction through the Office of the President with planning and programming in coordination with the various administrative officers, as follows:

- Instructional Programs and Services through the College's chief academic officer and other appropriate senior administrators.
- General Administrative Services and Business Operations functions through the College's chief financial officer and other appropriate senior administrators.
- Community Relations and Public Service through personal services and through the various senior administrators assigned to community relations and public service activities of the College.
- Student Services Programs and Services through the College's chief student success officer and other appropriate senior administrators.
- Intercollegiate Athletics in coordination with the athletic director and other appropriate senior administrators.
- Fundraising and advocacy activities through collaboration with the Northwest Florida State College Foundation and other appropriate senior administrators.

The President shall be responsible for fulfillment of the duties provided for in federal and Florida law, Florida State Board of Education Rules, Board policies and for other such specific assignments as follows:

- Set College priorities related to federal, state, and local legislative and governmental matters and serve as spokesperson and coordinator with all appropriate parties to achieve the College's priorities.
- Manage Board relations, agenda, and procedural matters related to the Board.
- Make recommendations to the Board of Trustees on policies, programs, or procedures.
- Implement policies adopted by the Board of Trustees.
- Responsible for submitting all official reports of the College to third party agencies as required or requested, except as may be specifically delegated to other administrative personnel.
- Coordinate communication among the College staff and students, the Board of Trustees, the public education program personnel of the two-county service area, the Florida College System, and the State Board of Education.
- Ensure the faculty and other College constituencies are included in College planning and governance as appropriate.
- Serve as the official spokesperson for the College.
- As a part of the College's risk management tool, annual mandatory compliance training is required.
- Perform such other duties as may be requested by the Board of Trustees.

QUALIFICATIONS

- ~~The Board of Trustees requests applications from candidates qualified to perform the duties set out in this job description and reserves the right to consider degree or certificate attainment, work experience, and other relevant credentials and experience in the employment of a president. Master's degree required; terminal degree preferred. However, the Board of Trustees also reserves the right to consider other relevant credentials and experience in the employment of the President.~~