



**Job Title: President**

## **CLASSIFICATION DESCRIPTION**

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**Department: President**

**Pay Grade: NG**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

## **JOB SUMMARY**

This position is directly responsible to the Board of Trustees for providing direction and leadership to ensure that St. Petersburg College (SPC) achieves its mission, promotes student success, and enriches the College communities through education, career development, and self-discovery. This includes providing executive direction through the Office of the President for planning and programming in coordination with various administrative officers in areas of: Instructional and Academic Programs, General Administrative Services, Institutional Research and Development/Marketing/Public Information/Community Relations; Student Support Services and Intercollegiate Athletics Programs; and Foundation Fund-Raising. Duties also include: serving as the Chief Executive Officer of the College as dictated by Florida Statute 1001.65 as the responsible agent for total operations; providing direction for policies and procedures governed by the Board of Trustees; serving as the Corporate Secretary to the Board; playing a positive leadership role in helping the College manage change; and leading through ideas, persuasion, relationships, and by example.

## **DISTINGUISHING CHARACTERISTICS**

N/A.

## **ESSENTIAL JOB FUNCTIONS**

- Provides educational and institutional direction and leadership to SPC.
- Leads in the development of the College's mission, vision, and values throughout the community.
- Plans, develops, and executes the College's strategic plan; organizes the institution effectively to achieve the goals of the Employment Accountability Plan (Equity Florida State Statute 1012.86).
- Establishes the academic calendar; recommends to the Board of Trustees a schedule of tuition along with the establishment of programs, awards, and degrees.
- Recommends to the Board the development of educational activities in accordance with the State Department of Education both within the College and between the College and other institutions.

Prepared: February 2023

- Leads and engages the College Foundation for funding solicitation opportunities including those with community and business leaders in order to secure financial support for the College (external funding).
- Oversees the selection of personnel for the College; directs the work of and provides leadership for the improvement of employees.
- Prepares budget request per Florida State Statute 1011.30 and 1001.65 (12); oversees the College's operating budget; and provides direction for allocation of funds and resource development (grants).
- Leads and maintains effective working relationships with faculty, staff, and students.
- Establishes and maintains a climate that encourages the development and retention of competent personnel, a high level of morale, and achievement of the College's goals.
- Advises and consults with the Board of Trustees regarding the status of any major or unusual developments of the College.
- Enhances community leadership by developing an understanding for the needs of the community; ensures that there is a strong working relationship between the local public, private businesses, industry, and the College.
- Serves as an ethical, principal visionary who communicates high standards and expectations for teaching where learning is a priority.
- Recommends adoption of rules consistent with the mission per Florida State Statute 1001.65 (1).
- Oversees and directs the activities of the staff in the Office of the College President.
- Performs other duties as assigned (or delegated by the Board of Trustees).

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Doctorate or a Juris Doctorate (JD); five (5) years of high-level, successful leadership in higher education; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Higher education academic programs;
- Regional accreditation process;
- College educational system and administrative practices and procedures.
- College curricula and instructional programs;
- Goals, objectives, structure, and operations of major college institutions;
- Campus policies, procedures, and technological systems as applied to instructional, administrative, and workplace needs;
- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Negotiation and mediation techniques;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations; and
- Computers and related software applications.

#### Skills in:

- Leadership to cultivate a work environment dedicated to student learning and growth;
- Strategic and long-range planning including fiscal, staffing, and technical planning;
- Developing systems, processes, and work alliances in a complex, collaborative organization;

- Workforce preparation, economic development, and community partnerships;
- Working effectively with a wide range of constituencies in a diverse community;
- Formulating policies;
- Developing and implementing new strategies and procedures;
- Applying an entrepreneurial spirit;
- Persuasion;
- Analyzing;
- Solving problems;
- Communicating, both verbally and in writing;
- Developing and delivering presentations;
- Organizing;
- Mediating and resolving conflicts;
- Managing time; and
- Customer service.

Ability to:

- Identify and secure alternate funding/revenue sources;
- Interact with officials at all levels of government;
- Commit to Equal Access/Equal Opportunity, community involvement, the SPC's mission, and to international programs, initiatives, partnerships, and outreach.
- Negotiate and manage collective bargaining agreements;
- Speak effectively to large groups of employees/staff and community organizations;
- Work and lead a multi-ethnic and multi-cultural environment with students, faculty, and staff;
- Respect the uniqueness of multiple campuses yet bring them together as one college;
- Effectively exercise a good sense of humor;
- Influence others;
- Work collaboratively with others to create a high-quality, results-driven, team-oriented environment;
- Build and maintain a pipeline of contacts and resources;
- Manage multiple functions and priorities;
- Interpret and understand technical and statistical information; and
- Cultivate and maintain work relationships.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

**St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.**