SUPERINTENDENT/ PRESIDENT
CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION

The District Superintendent and President of the college serves as the Chief Executive Officer and Secretary to the Governing Board. He/ she serves as the leader of the college and as its primary spokesperson.

SCOPE

The position of Superintendent/ President shall be initiatory and executory. He/ she shall act both as a professional advisor to the Board in the formulation of policies for the governance of Cabrillo College, and as executor of the policies adopted by the Board. All powers and duties delegated to the President are to be executed in accordance with the policies adopted by the Board. All acts performed by the President which are classed in law as discretionary are subject to review and final approval by the Board, unless the Board specifically authorizes such acts to be executed in a particular manner.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Serves as leader of the college and as its spokesperson.
2. Serves as the Chief Executive Officer and Secretary to the Governing Board.
3. Develops and recommends policies for the college to the Board and implements approved policies.
4. Directs the development of the college budget for submission to the Board.
5. Represents the college to the community, the media, government and other institutions.
6. Informs the Board, staff and local constituencies regarding issues and trends affecting the college and exerts influence in the development of local, state and national policy.
7. Directs establishment of administrative procedures for the efficient conduct of instruction, services and business of the college.
8. Recommends all personnel actions to the Board.
9. Formulates immediate and long-range plans regarding all facets of the college.
10. Works with the Cabrillo College Foundation.

ABILITIES

Ability to communicate effectively verbally and in writing, work effectively with groups of diverse ethnic and educational backgrounds, and exhibit leadership in management and planning.
QUALIFICATIONS

Supervision Received:

The Superintendent/President performs his/her duties and responsibilities under broad discretionary powers under the general supervision of the Governing Board.

AUTHORITY AND RESPONSIBILITY

Provides direct supervision of senior management staff. Is responsible for the overall functioning of the District.

Date Adopted: February 1, 1988