

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | President | FLSA status: | Exempt |
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| DEPARTMENT: | President's Office | REPORTS TO: | Board of Trustees |
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Position summary: The President, as Chief Executive Officer, is responsible for executing policies and implementing identified goals through the day-to-day management of the institution.

Position responsibilities:

- Represent the institution to its constituency, the general public, accrediting agencies, and the State Legislature.
- Prepare and execute with the Board Budget Committee the annual operating budget of the College.
- Act as the professional advisor to the Board in all matters pertaining to the educational, business and fiscal, and all other policies for organization and operation of the College District. Be governed by Board policies and regulations in the operation of the District.
- Have all personnel employed by the College District ultimately responsible to the College President. Employ or discharge employees of the institution as provided by Board policy. Have the authority to adjust the administrative organization and make any adjustments in personnel assignments, offices, titles, and duties as deemed necessary to meet the changing needs of the College District.
- Report to the Board as deemed necessary, or upon request of the Board, on the College District's educational activities, fiscal affairs, and any other College District activities.
- Within the limits of the budget approved by the Board, have the power to approve requisitions for purchases and expenditures for the program of the College District, or delegate this authority to another member of the administration as deemed advisable.
- Have ultimate control of the College District's fundraising activities.
- Maintain unity of purpose among members of the faculty and administration, non-instructional employees, the Board, the alumni, and the College District's constituency.
- Advance construction programs as approved by the Board and act as advisor on all building projects.
- Submit all official matters to the Board when their action is required, serving as the only official voice for communication with the Board. Request the administration to present certain information when necessary.
- When action is urgently required in an area not covered by Board policy, have the power to act. Inform the Board promptly of such actions, which shall be subject to review by the Board at its discretion.
- Enter into various negotiations and agreements on behalf of the College District relating to financial, contractual, and community affairs.
- Have ultimate responsibility for, and is authorized to exercise appropriate administrative and fiscal control over, the College District's intercollegiate athletic program.
- Remain loyal to Panola College and its purposes.

Minimum Position Requirements:

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified. Doctorate degree strongly preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to supervise employees.
- Ability to foster a cooperative work environment.
- Skill in budget preparation and fiscal management.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.

- No or very limited physical effort required.
- No or very limited exposure to physical risk.