

KANKAKEE COMMUNITY COLLEGE
POSITION DESCRIPTION

I. General Information

- A. Position Title: President/CEO
- B. Responsible To: Board of Trustees
- C. Date: October 2018

II. Primary Function

The President is the Chief Executive Officer of the college and reports directly to the Board of Trustees. The President exercises broad delegated authority with responsibility for all aspects of campus administration, in addition to implementing policy and administering oversight for all college programs and facilities.

III. Essential Responsibilities

- A. Provides professional advice and leadership to the Board of Trustees to aid in the Board's decision-making process.
- B. Reviews, recommends and implements Board policies through regular administrative processes.
- C. Provides leadership, professional development and coaching to the top management team, administration and the college staff in general.
- D. Provides planning and leadership to ensure the college has the human resources necessary for an effective institution.
- E. Provides planning and leadership to ensure the college has the financial resources necessary for an effective and efficient institution.
- F. Demonstrates a commitment to leadership, assistance and guidance to all aspects of public and private fundraising related to the college and the KCC Foundation.
- G. Represents the college, or delegates authority, through membership and participation in local, regional and state-wide agencies such as the Economic Alliance, South Metropolitan Higher Education Consortium, WIOA, Chamber of Commerce, Illinois Council of

Community College Presidents, Illinois Community College Board, etc. as beneficial to Kankakee Community College.

- H. Maintains, implements and provides leadership for the institution's strategic plan, master facilities plan and master land use plan.
- I. Represents the college through membership and participation with national agencies and organizations as necessary.
- J. Assesses the need for, and recommends the addition of, new programs and services aligned with the advancement of the college's mission and purpose.
- K. Assesses the need for, and recommends the addition of, new programs and services aligned with the needs of Business and Industry, the students, the community, and local K-12 systems.
- L. Establishes and maintain working relationships with superintendents and principals of schools, key area business executives, elected officials, legislators, and other community college leaders.

IV. Other Responsibilities

- A. Performs other duties which may be assigned by the Board of Trustees.
- B. Responds to the functions of the position in an environmental setting, which might include cold, heat, odor, dampness, dirt, fumes, dust, oil, grease, noise, or vibration on a frequent basis. Appropriate protective devices are available are required.

V. Educational and Experiential Requirements

- A. An earned doctorate degree from an accredited institution is preferred; a minimum of a master's degree from an accredited institution is required.
- B. A minimum of five years of successful leadership and management experience at the executive level with significant decision-making responsibility for supervision/management, budgets, personnel, and/or programs in a post-secondary or technical environment.
- C. Experience in community colleges and familiarity with the Illinois system of community college governance and coordination are preferred.

- D. Qualified candidates must have strong oral and written communication skills.
- E. Qualified candidate must also be functionally literate in computer skills.
- F. Experience in contract negotiations and/or interpretation is desired.