

## Position Description Questionnaire

<b>Job Title:</b>	<b>President</b>	<b>Incumbent Name:</b>	Mark O'Connell
<b>Department/Group:</b>	President's Office	<b>Job Category:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>Manager/Supervisor:</b>	Board of Trustees		
<b>Subordinate(s):</b>	Vice Presidents, CFO, CIO, CHRO, Director of KCC Foundation, Director of Public Safety, Manager of President's Office, Executive Assistant to the President		
<b>Prepared By:</b>	M. O'Connell	<b>Date Prepared</b>	8/7/19

**Purpose of Job:** Briefly state the job's primary purpose in two or three sentences. The purpose should describe how the job supports the organization.

*The president is appointed by the Board of Trustees as the chief educational and administrative officer of the College. The president operates the College in accordance with the authority given by the Board of Trustees, laws of the State of Michigan, and USA. Aside from organizing the College to operate in an efficient and effective manner, the president: (1) represents the College to the district, faculty and staff, accrediting agencies, local, state, and federal government; (2) creates the vision for the future; (3) and works with others to create an atmosphere where students and staff successfully work and learn.*

### Major Accountabilities/Responsibilities of Job:

Rank	% of Focus	Accountabilities
1.	25%	Maintain a vision for the future of the College with focus on the College's mission while adapting and growing to meet changing needs of the community. Create a positive atmosphere for students, faculty, and staff to work and learn. Build and Promote equity in both staff and student groups imbedding equity through the College departments, processes and student experiences. Model and lead a workforce adaptable to changes to meet ongoing student and community needs.
2.	10%	Provide strong leadership and partnerships with all members of the Board of Trustees demonstrating excellent relationship building skills and maintaining open line of communication with Board members. Keep the Trustees informed and ready to perform their role.
3.	10%	Organize and staff the College in such a manner as to operate efficiently and effectively. Establish and support a strong leadership team and set the culture to support shared decision making, inclusive culture and student focused processes.
4.	10%	Maintain the financial stability of the College. Nurture and develop partners and funding sources. Through the Kellogg Community College Foundation, work with community foundations and community patterns to ensure understanding and support of major educational initiatives including all aspects of fund raising and the budgetary process.
5.	10%	Represent the College to the communities in the service area of Barry, Branch and Calhoun counties. Act as leader and partner to meet the changing strategies and needs of business, education, and demographics.

6.	10%	Represent the College to legislature and other governmental agencies (local, state, and federal). Represent the College within the Michigan Community College Association.
8.	25%	Maintain a relationship with local K-12 school districts, Intermediate School Districts, home Schools and private schools, economic development agencies, and business and industry. Extend the College throughout the taxing district and service area.
	<b>100%</b>	← <i>This total should be 100%</i>

**Scope Measures:** Provide scope metrics relevant to the role, as relevant.

- (1) Total # of direct reports: 9
- (2) Annual operating budget accountability: KCC \$ 41 million
- (3) Annual capital budget accountability: \$3 million per year
- (4) Other key metrics (i.e., metric name and value):
  - KCC Foundation - \$10 million in assets; \$500,000 annual scholarships and grants
  - Federal, state & local grants – approximately \$20 million per year

**Education, Training & Experience:** Describe (1) the minimum level of education or training required for a new employee in your position; (2) special technical knowledge or courses that are necessary; and (3) the type and length of prior experience required to do your job fully.

(1) Minimum Education/Training:

- Master’s Degree is required, Doctorate preferred

(2) Type and Length of Experience:

- Significant administrative experience in higher education, preferably at a community college
- Classroom teaching is preferred

**Learning Period:** How long would a new employee need to be in this job to perform it competently? What aspects of this job take longest to learn and why?

Five to seven years

**Additional Information.** List any information not included in your previous answers that would help someone better