



President/Superintendent Class Code: 100000

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Established Date: Oct 19, 2021

Revision Date: Nov 20, 2023

SALARY RANGE

\$320,000.00 - \$360,000.00 Annually

DESCRIPTION:

The Superintendent/President is the chief executive officer of the District and the College and reports to a seven-member Board of Trustees elected by community residents of their respective geographical areas. The Superintendent/President is the administrative leader of the District and, therefore, is responsible for overseeing the operations of the entire District. These responsibilities include planning, assessment, budget, supervision of academic programs and administrative and student services, and the evaluation of key administrative personnel to make certain the institution is meeting the educational needs of the students and community. The Superintendent/President represents the District to community groups; business and industry; local public elementary and high school districts; federal, state, county and city agencies; public and private colleges and universities; and potential donors to the Foundation.

EXAMPLES OF DUTIES:

Opportunities and Challenges

The District currently faces a number of opportunities and challenges of central concern for the Superintendent/President, including:

- Overseeing the District's response and follow-up to the Spring 2015 Accreditation Self Study, site visit, and ACCJC recommendations;

Capturing the imagination of the campus community and inspiring it to approach the future with boldness, excitement, and confidence;

- Transforming the College into a more agile, flexible, nimble, forward-looking institution offering relevant, community-responsive educational programs with current curriculum, technology, pedagogies, and delivery modes, including e-learning;
- Establishing a new and strengthened set of working relationships between both the Board of Trustees and the College, and among the College's internal constituencies; building consensus and buy-in through collegial dialogue and support of participatory governance structures;
- Being accessible to the community and creating new and strengthened collaborative relationships between the College and a wide range of community organizations, chambers of commerce, businesses, elected officials and boards, cultural organizations, and educational institutions in the San Gabriel Valley and Los Angeles basin;
- Determining and achieving the appropriate balance among the College's three major educational

emphases: degree/transfer programs, career and technical education programs, and basic skills preparation;

- Dealing effectively and creatively with the fiscal constraints and budget realities of the current economic climate, especially in California;
- Enhancing PCC's role in economic development efforts;
- Advocating for policy and legislation on local, state, and national levels;
- Completing major improvements in the infrastructure for campus information technology by overseeing migration of an outdated set of uncoordinated systems into a centralized system that provides an up-to-date, technology-rich learning and administrative environment with contemporary virtual capabilities;
- Optimizing the effectiveness of PCC's human capital through improvements to the organizational structure, expansion of faculty and staff development, and support for proactive recruitment of a diverse faculty and staff with the upcoming large number of projected retirements;
- Addressing the need to update laboratories as part of a more systematic program of renovation, maintenance, and replacement of outdated facilities;
- Expanding outreach to the local community to ensure effective educational pathways for youth, adult students, veterans, the unemployed, and students from all high schools in the District;
- Uplifting the campus climate with an emphasis on higher levels of collegiality, common purpose, and participation in shared governance;
- Integrating programs and activities addressing sustainability into all facets of the College District's functioning; and
- Completing updates to the Educational Master Plan as it carries implications for academic planning and the planning of facilities, technology, personnel, and College advancement.

TYPICAL QUALIFICATIONS:

Desired Minimum Qualifications

Pasadena Area Community College District (PACCD) seeks a Superintendent/President with the qualifications, demonstrated professional capabilities, and personal qualities that, in effective combination, will enable him or her to lead the College in successfully addressing the challenges and pursuing the opportunities outlined above.

Education and Experience

- A master's degree from an accredited institution;
- The demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students and residents of the communities served by the District; and one year senior administrative-level experience in a reasonably related executive position (e.g., education, business industry, government, non-profit, etc.).

Preferred Qualifications

- A doctorate degree (or the equivalent) from an accredited institution;
- Five years of senior administrative/leadership experience in progressively more responsible positions with a strong record of achievement; having this experience at the higher education level;
- Teaching, student services, or fiscal service experience in a post-secondary institution;
- Experience working with local and/or state legislative bodies and governmental agencies;
- Experience working in/with multi-ethnic communities; and
- Knowledge and understanding of cultural competence and its application in the community college setting.

Professional Characteristics

- Demonstrated ability and experience as both a leader and a strong manager; visionary and realistic (i.e., to strike an effective balance between pursuing the “big picture” while simultaneously managing an entire institution effectively); a record of demonstrated competence as an executive leader and manager;
- Through a balance of academic, business-related, and community experience, the ability to unite and inspire a diverse community around a set of common goals; able to move the College forward while respecting the traditions of PCC, maintaining a strong academic program;
- Demonstrated fiscal competence and the ability to handle complex budgetary issues, including the appropriate distribution and expenditure of grant monies;
- Demonstrated skill in proactive fundraising for educational and/or nonprofit purposes;
- Demonstrated ability to maintain a reasonable balance between fiscal realities and instructional imperatives, and support for educating faculty and staff on budget issues;
- Successful experience in establishing effective organizational structures, attracting and supporting individuals for PCC leadership positions who are highly qualified and who support the goals and collegial environment desired for the College;
- Demonstrated ability to be a firm and prompt decision maker in all types of situations; to listen carefully; to take all perspectives into consideration, to prioritize, and to communicate the decision clearly and persuasively to all concerned. This must include the ability to say “no” under difficult circumstances and maintain support for this stance based on data, evidence, and student-centered principles; Demonstrated commitment to participatory governance and collaborative decision making;
- Successful experience as an inspiring communicator in all forms – listening, responding, speaking, and writing in settings both large and small, public and private; open to diverse opinions, viewpoints, perspectives, and thoughts; knowledgeable of civil rights;
- Broad experience with the major aspects of stewarding campus buildings / educational facilities, funding, design, construction, renovation, and maintenance. This should include knowledge of and support for the effective use of information technology throughout an educational system;
- Knowledge and understanding of the complexities of California’s community college system, and PCC’s unique characteristics; and
- Commitment to PCC’s shared values: a passion for learning, a commitment to integrity, an appreciation for diversity, a respect for collegiality, and a recognition of our heritage of excellence.

Personal Qualities

In addition to professional characteristics, and in order that they may be most effectively used for the College’s strengthening, the Superintendent/President is also expected to possess, indeed exemplify, certain essential personal qualities:

- A natural openness leading to accessibility, transparency in work, and an honest trust and investment in consensus-building and shared governance;
- A love of students, accompanied by the desire to be a visible and recognizable presence on the campus and a supporter of student-centered programs; a high respect for the work of faculty, classified staff, and administrative colleagues, leading to a determination to seek multiple avenues for professional development;
- Integrity and respect for all persons; a true and unshakable belief in the value of diversity of all sorts, for both the principles of fairness and the resulting increase in societal strength;
- Excellent communication skills with a demonstrated ability to listen respectfully and empathically to a variety of constituents groups, synthesize input, make decisions, and share information broadly to build consensus and support for action;
- An inclination towards innovation and creative thinking; balanced by recognition of the values of stability and tradition;
- A bold and ambitious personality, yet unsullied by egotism, with a natural tendency to always share the credit and take the blame, rather than vice versa;
- The desire to be, and also have the institution be, an active and contributing member of the broader community; and,

- The ability to make a long-term commitment to PCC, its educational master plan, and the students and communities it serves.

In addition, important to this appointment are all the attributes of an individual that are conventionally expected. These include trustworthiness, high ethics and integrity, confidence, humility, common sense, patience, strong interpersonal skills, high energy, and a sense of humor.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with District personnel, students and/or private representative in moving forth the District's mission.

Reasonable accommodation is available upon request.