The President of a technical college is responsible for the leadership and management of a technical college and provides the overall leadership, administration and direction for its comprehensive education program in accordance with applicable federal and state legislation, policy and guidelines.

Responsible for the actions of subordinate professionals who perform planning services for the college by analyzing and assessing the effectiveness of programs and coordinating the strategic planning efforts of the college;

Responsible for the actions of subordinate professionals who manage the college’s budget services in budget development and expenditure control activities. Recommends and approves appropriate priorities;

Responsible for the actions of subordinate professionals who manage the human resource functions, including compensation, benefits, recruitment, employee relations, and personnel/payroll transactions. Oversees the development of state and local Board policy and procedures and renders final approval;

Responsible for the actions of subordinate professionals who plan, administer and evaluate administrative and facilities operations including engineering and physical maintenance, purchasing, property controls, food service, security, safety and fire services, horticulture, environmental health, motor transportation, telecommunications, mail service, Directs the development and maintenance of capital plan for projects and equipment purchases. Oversees the preparation, bid and awards of contracts to provide equipment and supplies, ensuring adherence to regulatory guidelines;

Responsible for the actions of subordinate professionals who design, monitor and provide instruction and student services for the technical college. Provides overall leadership for education programs and serves as liaison to other educational and governmental agencies and programs. Establishes education program objectives, designs program procedures and develops policies;

Responsible for the actions of subordinate professionals who plan, develop, implement and direct marketing, media and public relations programs for the technical college. Approves/disapproves the annual marketing plan for the college and makes any changes/adjustments to the plan as needed. Approves and makes recommendations for special events designed to raise funds for the college. Directs projects and campaigns for community and public awareness programs. Acts in the capacity of official spokesperson for the college by attending official gatherings and functions. Provides informative printed or oral reports and/or presentations to diverse audiences (e.g. staff, legislators, the public,
professional groups, etc.). Represents the technical college at meetings, conferences, committees, task forces, etc.;

Responsible for the actions of subordinate professionals who coordinate the administration of a local area/region of the state’s workforce development system in the planning and development of services to job seekers, employers, program participants and the general population. Promotes economic development activities within the college’s service delivery area. Works with community leaders to bring new industries and expand existing businesses into the colleges’ service delivery area;

Is responsive to and maintains communication with the Commissioner of the Technical College System of Georgia, TCSG Board, the upper-level management of the System Office, local schools, local boards, educational associations, state agencies, businesses, and the public regarding education initiatives and guidelines. Reviews programs, correspondence and other materials to ensure correctness and appropriateness for college participation.

COMPETENCIES

Understanding of a commitment to the mission of vocational/technical education
Ability to delegate responsibility and authority
Ability to work cooperatively with a local board, legislators, community leaders, students, faculty and staff
Ability to manage a budget
Ability to implement the goals and the intents of affirmative action and equal opportunity
Knowledge of program assessment and strategic planning strategies
Knowledge of institutional and programmatic accreditation standards
Knowledge of current trends and issues related to human resources
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

A master’s degree from a nationally or regionally accredited college or university in business, educational leadership or a closely related field *and* Five (5) years of senior administrative experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.