



**Position Title:** President of Tillamook Bay Community College

**Department:** Administration

**Term of Employment:** Full Time, Permanent

**Organizational Relationship:** TBCC Board of Education

**Location:** Tillamook, OR

**Position Open:** Until Filled

**College and Area Information:**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

**Vision, Mission, and Values:**

*Vision:* TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

*Mission:* TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

*Values:* Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented**  
**Innovative**  
**Student-Centered**  
**Equitable**  
**Scholarly Excellence**

**TBCC Equity Statement:**

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

### **President of Tillamook Bay Community College:**

The position calls for an individual with a record of proven leadership skills combined with a passionate commitment to a 21st century comprehensive community college mission and the ability to plan resource allocation to meet these goals during a period of dynamic change. The ideal candidate will be an innovative and proven leader who provides strong institutional stewardship, champions faculty excellence and staff success, and further strengthens TBCC's commitment to student-centered experiences.

The next President will be someone who advocates for diversity, equity, inclusion, accessibility, and anti-racism to support a culturally responsive environment that provides outstanding educational opportunities for all students, employees, and the surrounding community.

### **Essential Job Functions:**

- Perform leadership duties in the administration of the college; supervise and evaluate the performance of assigned staff.
- Formulate and articulate a vision of the college's future that addresses the evolving social, economic, and political forces that affect its mission and campus priorities, in which teaching, learning, student access, and student success are central to the college's mission.
- Embrace diversity, equity, inclusion, accessibility, and anti-racism in all its forms as a college-wide value. Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, racial, gender identity, sexual orientation, and disability backgrounds.
- Provide leadership in college efforts to increase the diversity of faculty and staff to address student opportunity gaps and in the creation of a welcoming and inclusive work and educational environment.
- Maintain and build upon the excellence of the college's academic, career-technical education and student services programs.
- Provide support for staff development, curriculum, technological innovation, and administrative services.
- Provide leadership to the campus planning bodies within the context of participatory governance; develop strategies for implementing the goals envisioned by the college and be responsible for an ongoing evaluation of progress toward these goals.
- Serve as the primary advocate for the college at the state level and with the Board of Education for financial needs, policy issues, special projects, and the promotion of campus goals and accomplishments.
- Provide strong student-centered leadership by addressing institutional barriers and creating a welcoming, inclusive, anti-racist, and engaging environment that provides multiple pathways to success for all students at the college.
- Assure compliance with a variety of state and federal laws, and the policies of the Board of Education.
- Establish relationships and work constructively with government, civic, educational, and business/industry groups.
- Direct the development, preparation, and implementation of the college budget; prepare recommendations as appropriate regarding budget allocations.
- Focus on serving the whole student, facilitating the development of systems and structures that assist students in successfully navigating guided pathways for completion and lifelong learning.

- Provide strong leadership and guidance with a focus on advancing and maintaining educational quality, access, and student success after the pandemic crisis. This will include continued enrollment growth and outreach efforts.
- Oversee the planning, construction, and utilization of college facilities.
- Actively engage with campus donors and promote scholarship development through the TBCC Foundation.
- Attend a variety of staff, Board, committee, and administrative meetings; participate in regional and state activities and organizations for developing community college education.

## **Desirable Characteristics**

### **LEADERSHIP:**

- Demonstrates personal/professional ethics and integrity in all behavior and relationships with a strong sense of transparency, fairness, and equity.
- Understands the importance of interpersonal relationships and management skills to create a student-centered institution.
- Willingness to make courageous decisions when needed to advance the priorities of the institution.
- Promotes consensus building in an open, approachable management style that is inclusive, collaborative, and enthusiastic.
- Creates an innovative vision for the campus in response to a dynamic environment.

### **ORGANIZATIONAL CULTURE:**

- Takes a long-term view and builds a shared vision with others that is understood at all levels of the organization and acts as a catalyst for organizational change. Can inspire others to translate vision into action.
- Fosters a just, equitable, inclusive, and welcoming environment to support the well-being and professional growth of employees.
- Creates a culture that encourages exploring new possibilities and innovative approaches that have significant potential to advance the college.

### **ACCOUNTABILITY AND GOVERNANCE:**

- Engages in a creative, innovative, and respectful manner with college leadership.
- Demonstrates experience, understanding and ability to work collegially in participatory governance setting.
- Supports strategic goals and data-informed objectives to achieve accountability and efficient stewardship of the institution's resources.
- Supports employee well-being and is committed to advocating for all employees in the essential elements of career, financial, physical, social, and mental health through staff development and mentoring.

### **INTERPERSONAL AND COMMUNICATION SKILLS:**

- Ability to establish relationships and work as a team member with college and community constituency groups.
- Exhibits outstanding communications skills (oral and written), including the ability to present complex ideas and issues in a clear, concise manner. Listens attentively and seeks to understand others. Willing to accept and consider differing viewpoints.

- Effective communication management with an approach that instills confidence and trust and has the impact of calming difficult or unexpected situations.

**DIVERSITY, EQUITY, INCLUSION, ACCESSIBILITY:**

- Demonstrates achievement in promoting student enrollment, engagement, success, equity, retention, and well-being.
- Focuses on serving the whole student and facilitates the development of systems and structures that assist students in successfully reaching their academic goals.
- Experience effectively leading and fostering diversity, equity, inclusion, and accessibility for students and employees.

**PARTNERSHIP/RESOURCE DEVELOPMENT:**

- Demonstrated ability in working and developing partnerships with organizations, such as K-12 districts, transfer partners, industries, government agencies, foundations, financial, civic, and cultural entities.
- Experience in philanthropic and grant funding opportunities.
- Experience effectively navigating the complexities of the community college policy, legal and accreditation environment.

**Minimum Qualifications:**

- Possession of a masters degree from a regionally accredited institution.
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Five years of administrative experience in higher education.
- Must pass a pre-employment criminal history background investigation.

**Desirable Qualifications:**

- Possession of an earned doctorate from a regionally accredited institution.
- Eight years or more of administrative experience in a community college in an executive position with decision-making responsibility.
- Demonstrated ability to support the district/college efforts to increase faculty and staff diversity, and to address student opportunity gaps.
- Prior experience in approaching work and interactions with colleagues and students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**Benefit Information:**

Tillamook Bay Community College provides excellent prorated benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

**Equal Opportunity Employer:**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status,

gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021