The president is the chief executive officer and the administrative head of the college. The president may not be the presiding officer of the EMCC Board of Trustees. The president may delegate responsibility for the operation of the various components of the college, but shall be responsible to the board for the results produced. The specific duties of the president shall be, but not limited to, the following:

- To administer the educational program in accordance with state law, Mississippi Community College Board rules and regulations, EMCC Board of Trustees policies, and requirements of the Southern Association of Colleges and Schools Commission on Colleges as outlined in The Principles of Accreditation
- To serve as educational consultant to the board and to recommend policies concerning all functions of the college’s educational program
- To serve as the medium of communication between the board and all employees
- To recommend to the board the number and type of positions required to provide necessary personnel for the operation of the college’s educational program
- To nominate for appointment, to assign, to reassign, and to define the duties of all instructional personnel, subject to board approval
- To appoint, to assign, to reassign, to terminate, and to define the duties of all administrative and non-instructional personnel
- To keep the board continually informed of the condition of the college
- To relate the college’s story to the public as the official spokesman of the college
- To attend all board meetings
- To prepare and submit an annual budget to the board and to implement said budget upon the board’s approval
- To exercise appropriate administrative and fiscal control over, and have ultimate responsibility for, the college’s intercollegiate athletics program
- To exercise appropriate administrative and fiscal control over, and have ultimate responsibility for, the college’s fund-raising activities, which shall include but not be limited to the solicitation of gifts and externally funded grants