

## ASSOCIATE DIRECTOR I

### JOB SUMMARY

Under the direction of a Director I at a state college<sup>9</sup> assists the director and participates in the administration of a major and complex program with multiple objectives and/or a vital large unit which encompasses several distinct program activities in an important management area, supervises and manages one or more important sections of the unit or program and acts with the authority of the Director I, in his or her absence; does related work as required.

### EXAMPLES OF WORK

Assists the director in establishing programs or unit goals and develops policies and procedures in accordance with college policies, goals and objectives.

Prepares or directs the preparation of reports and studies containing findings and recommendations for the review, information and assistance of the director.

Reviews the data and prepares the program or unit budget. As directed, monitors expenditures, evaluates spending patterns and recommends approval or disapproval of expenditure requests.

In conjunction with the director, develops proposals for soliciting private and public funds to help meet program objectives or expand activities and services.

Evaluates program operations and performance and recommends changes to the director, as required.

Administers and interprets applicable federal and/or state laws and regulations that impact upon the college and translates them into policies and operating procedures.

Evaluates section(s) goals, operations and performance; as required, develops and implements alternative procedures to improve performance and meet section objectives.

Supervises staff and directs the work operations, develops performance standards, reviews and makes performance evaluations, provides guidance and counsel to staff and approves various personnel actions required within the section supervised including promotions, hiring and disciplinary actions in accordance with college policies and state regulations.

Advises and counsels students and parents regarding program offerings activities and services.

Provides guidance and assistance when unusual problems occur.

Compiles and summarizes statistical and other data for the director.

Consults with the director to resolve the most unusual problems or policy concerns evolving from within the sections of the program or unit supervised.

Establishes and maintains effective communication and cooperative working relationships with college administrators, faculty and staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections of the program or unit supervised.

- Maintains integrity and appropriate confidentiality in section and program operations.
- Develops public relations materials relating to the section or program.
- Participates in conferences, seminars or meetings representing the director as required.
- Initiates and plans conferences, seminars and workshops.
- Prepares or supervises the preparation of detailed correspondence.
- Serves or represents the director on ad hoc and standing committees as required.
- Directs the establishment and maintenance of essential records and files.

## REQUIREMENTS

### Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the position to be filled or equivalence as determined by the appointing authority.

### Experience

Four years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other field that is directly related to the functions of the position to be filled or equivalence as determined by the appointing authority.

Applicants who do not possess the required education may substitute required experience on a year-for-year basis (30 credit hours is considered one year of college).

A Ph.D. or an Ed.D. degree may be substituted for two years of the required experience.

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to acquire thorough knowledge of the program or unit purpose, goals and objectives.

Thorough knowledge of modern management principles.

Ability to acquire considerable knowledge of the laws and regulations which impact on the section and the program or unit.

Ability to acquire wide knowledge of the college philosophy, goals and organization.

Ability to acquire wide knowledge of the higher education system and the function of institutions of higher learning.

Wide knowledge of the principles of budget planning, development and administration.

Wide knowledge of the principles of organization and personnel management.

Ability to acquire basic knowledge of college policies and procedures.

Ability to acquire knowledge of the state agencies, federal, state and local governments and private organizations that have a working relationship with the program and/or section.

Ability to assist in the management of a college program or unit, including setting goals, planning and implementing work programs and developing policies and procedures.

Ability to evaluate program performance and develop alternative methods to improve performance and meet established objectives.

Ability to comply with procedures which insure appropriate confidentiality of program records and activities.

Ability to effectively supervise subordinate staff including developing work operations and performance standards, making performance evaluations and recommending personnel actions.

Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on or relate to the work of the section and program or unit.

Ability to advise and counsel students and others concerned with the functions of the program or unit.

Ability to establish cooperative working relationships with supervisors and staff.

Ability to develop, administer and monitor a program budget.

Ability to develop and recommend program policies.

Ability to prepare and/or direct the preparation of clear reports and studies that include findings and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to speak in public.

Ability to represent the college at conferences, seminars or meetings.

Ability to supervise and/or maintain essential records and files.