

## ASSISTANT DIRECTOR IV

### JOB SUMMARY

Under the direction of a Director, supervises one or more sections of a primarily single objective program or unit; or under the direction of an Associate Director 1-111, is responsible for exercising coordination over one or more sections of a single objective program or unit; participates in the development and implementation of program or unit goals, policies and procedures which effect the operation of academic and/or student activities of the college; does related work as required.

### EXAMPLES OF WORK

Assists in the planning and management of the program or unit by recommending goals, policies and procedures which comply with college policies and goals.

Takes the initiative to recommend and implement plans for program, promotion, assessment and improvement.

Coordinates the activities of a section or sections of the program or unit; evaluates section(s) goals, operations and performance; as required, implements alternative procedures to improve performance and meet section objectives.

Coordinates the section(s) work operations, develops performance standards, makes performance evaluations, provides guidance and counsel to staff and recommends approval of personnel actions required within the sections supervised.

Prepares, recommends~ monitors and revises section(s) budgets.

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

Administers and interprets applicable federal and/or state laws and regulations.

Advises and counsels students, parents and/or alumni regarding program offerings, activities and services.

Provides guidance and assistance when problems occur.

Processes and reviews applications; makes determinations of eligibility for college or section programs.

Prepares reports on program or section(s) activities; compiles, summarizes and analyzes statistical and other data and develops findings and conclusions and recommendations.

Consults with the director or associate director to resolve problems or policy concerns evolving from within the section supervised.

Maintains integrity and appropriate confidentiality in section and program operations.

Develops public relations material.

Represents and acts for the director or associate director as directed.

Prepares detailed correspondence.

Serves on ad hoc and standing committees as required.

Supervises the maintenance of essential records and files.

## REQUIREMENTS

### Education

Graduation from an accredited college with a Bachelor's degree or equivalency as determined by the appointing authority.

### Experience

Two years professional experience as a faculty member in an institution of higher education or administration in education, higher education or other field that is directly related to the functions of the position to be filled or equivalency 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).

## KNOWLEDGE, SKILLS AND ABILITIES

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

Wide knowledge of modern management principles.

Ability to acquire basic knowledge of the laws and regulations which impact on the section(s) and the program or unit.

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

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

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

Basic knowledge of the principles of organization and personnel management.

Ability to acquire wide knowledge of college policies and procedures.

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

Ability to assist in the planning and administration of a program or unit by developing and recommending goals, policies and procedure.

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

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(s) and program or unit.

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

Ability to review applications and make determinations concerning the eligibility of the applicant.

Ability to establish cooperative working relationships with supervisors and staff.

Ability to develop, administer and monitor a section or sections budget.

Ability to develop and recommend program goals, policies and procedures.

Ability to prepare clear reports and studies that include findings and recommendations.

Ability to prepare clear and detailed correspondence.

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

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

Range: 20 (12 month)  
17 (10 month)

Unit: U

EEO Category: B