

DIRECTOR II

JOB SUMMARY

Under the general direction of an executive officer or line administrator at a state college, organizes, plans, and directs 1) a complex, major program and/or; 2) a large unit encompassing integrated activities in an essential management area.

Policies, practices and actions developed will normally affect college-wide programs. The Director II also participates in the development of college and/or division-wide policies.

EXAMPLES OF WORK

Organizes, plans and directs and participates in the activities of the program or work unit; sets goals, plans and implements work programs and develops unit policies and procedures in accordance with college policies, goals, and objectives and translates them into policies and operating procedures.

Administers and interprets applicable federal and/or state laws and regulations that impact upon the college.

Prepares and/or directs the preparations of reports and studies containing findings and recommendations for the review, information and assistance of supervisors.

Compiles and summarizes statistical and other data for reports to the college and/or other agencies.

Participates with other senior managerial staff in the development of college policy and in long and short range planning.

Develops, administers and monitors the program or unit budget; reviews and approves or disapproves requests for expenditures.

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

Evaluates program goals, operations and performance; as required, develops and implements alternative procedures to improve performance and meet the program objectives.

Consults with and seeks approval from the supervisor on the most unusual problems or policy matters, particularly when the result of decisions impact significantly on college-wide programs.

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

Maintains integrity and appropriate confidentiality in college and program operations.

Approves and/or develops public relations materials relating to the program or unit.

Represents the college at conferences, seminars or meetings as required.

Initiates and plans conferences, seminars and workshops.

Prepares and supervises the preparation of detailed correspondence.

Serves on ad hoc and standing committees as required.

Directs the establishment and the 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 area of assignment or equivalence as determined by the appointing authority.

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

Experience

Four years significant 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 equivalency as determined by the appointing authority.

A Doctor of Philosophy degree or a Doctor of Education degree may be substituted for two years of the indicated 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 thorough knowledge of the laws and regulations which impact on the program or unit.

Ability to acquire considerable knowledge of the philosophy, goals and organization in higher education.

Ability to acquire considerable 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 higher education policies and procedures.

Ability to acquire wide knowledge of the State agencies, local governments and private organizations that have a working relationship with the college and/or program.

Ability to manage a college program or unit, including setting goals, planning and implementing work programs and developing policies and procedures.

Ability to evaluate program or unit performance and develop alternate methods to improve performance and meet established objectives.

Ability to develop and administer procedures which insure the appropriate confidentiality of program records and activities.

Ability to effectively supervise subordinate staff including developing work operations and performance standards making performance evaluations and approving personnel actions for the unit.

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

Ability to establish cooperative working relationships with supervisors and staff.

Ability to develop, administer and monitor the program or unit budget.

Ability to develop and recommend college-wide and unit policies.

Ability to develop long and short range plans and goals for the college and/or unit.

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.

Range: 30

Unit: D

EEO Category: A