

MANAGING ASSISTANT DIRECTOR I

JOB SUMMARY

Under the direction of an Associate Director I, a Director I or a Director II, manages one or more sections of a major organizational unit having multiple programs or unit goals; participates in the development and implementation of policies and procedures, does related work as required.

EXAMPLES OF WORK

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

Develops and recommends plans for program promotion, assessment and improvement.

Manages 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.

Manages the section(s) staff and work operations, develops performance standards, makes performance evaluations, provides guidance and counsel to staff and approves various personnel actions required within the sections supervised including promotion, hiring, and disciplinary action in accordance with college policies and state regulations.

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 unusual problems occur.

Approves the processing and reviewing of applications, approves 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 unusual problems or policy concerns evolving from within the section supervised.

Maintains integrity and appropriate confidentiality to section and program operations.

Develops public relations materials.

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 supplemented by a Master's degree in a field related to the position to be filled or equivalency as determined by the appointing authority.

Experience

Three years professional experience as a faculty member in an institution of higher education, two years of which are in an administrative capacity, or two years as an 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.

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

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 procedures.

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

Ability to effectively manage 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 made 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 supervisor and/or maintain essential records and files.

Range: 26 (12 month)
23 (10 month)

Unit: D

EEO Category: A