DIRECTOR IV

JOB SUMMARY

Under the direction of an executive officer or line administrator at a state college, organizes, plans, and directs a single objective program or unit. Development of goals, program practices and procedures is subject to well defined policy, precedent and/or supervisory review. The program or unit activities integrate with, but have minimal impact on the activities of other college units, staffs or programs.

EXAMPLES OF WORK

Organizes, plans and directs the activities of the program or work unit; sets goals and objectives and evaluates performance.

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

Prepares reports and studies containing findings and recommendations for the review, information, and assistance of the college administration.

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

Recommends, administers and monitors the program unit budget; reviews and recommends approval or disapproval of requests for expenditures.

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

Evaluates program goals, operations and performances; 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 decision impacts on division or 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.

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

Represents the college at conferences seminars or meetings as required. Prepares and supervises the preparation of detailed correspondence. Serves on ad hoc and standing committees as required.

Directs the establishment and maintenance of essential records and files.

Initiates and plans conferences, seminars and workshops.
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.

Experience

Two years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other field that is related to the functions of the positions to be filled or equivalency as determined by the appointing authority. Applicants who do not possess the required education ~ substitute the indicated experience on a year for year basis (30 credit hours is considered one year of college).

A Doctor of Philosophy degree or a Doctor of Education degree may be substituted for the 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.

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

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 the college policies and procedures.

Basic knowledge of the State agencies, local governments and private organizations that have a working relationship with the 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 alternative methods to improve performance and meet established objectives.

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

Ability to develop and recommend unit policies.

Ability to develop long and short range plans and goals for the 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 organize and administer conferences, seminars or meetings.

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

Range: 26      Unit: D      EEO Category: A