DIRECTOR I

JOB SUMMARY

Under the administrative direction of a dean's level or higher at a state college, organizes, plans and directs 1) a major and very complex program with multiple objectives or 2) a large unit which encompasses several distinct program activities in a vital management area. Policies, practices and actions developed will normally affect college-wide programs. The Director I also participates in the development of college and/or division-wide policies.

EXAMPLES OF WORK

Organizes, plans and directs 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 and goals, and translates them into policies and operating practices.

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

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

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 all requests for expenditures.

Supervises the 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.

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

Plans and/or supervises the planning of 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 responsibilities of the position to be filled or equivalence as determined by the appointing authority.

Experience

Five 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.

KNOWLEDGE, SKILLS AND ABILITIES

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

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

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: 32          Unit: D          EEO Category: A