

Managing Assistant Director I

Definition

Under the direction of an Associate Director I , II or III state College, manages one or more sections of a major organizational unit having multiple programs or units goals; participates in the development and effectuation of policies and procedures which involves development of college policy of direction of the unit and/or programs; does related work as required.

Examples of Work

Assists in the planning 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 a program or unit; evaluates sections(s) goals, operations and performance; as required, implements alternatives 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 action required within the sections managed 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 effective 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 managed.

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

Advises and counsels students, parents and/or alumni when emergent problems occur.

Approves the processing and reviewing of applications, approves determinations of eligibility for college or sections programs.

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

Consults with the Director or Associate Director to resolve unusual problems or policy concerns evolving from within the section managed.

Maintains integrity and appropriate confidentiality in 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.

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

Three years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other related field or equivalence as determined by the appointing authority.

Applicants who do not possess the required education may substitute 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 two years of the indicated experience

Knowledge, Skills and Abilities

Ability to acquire considerable knowledge of 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 program or unit.

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

Ability to acquire considerable knowledge of the higher 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 higher education policies and procedures.

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

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 approving 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 program or unit.

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

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 report and studies that include finding and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to represent to College at conferences, seminars or meetings.

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

Salary Range: D26
D23 10 mos