

## **Director I**

### **Definition**

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 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 programs 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 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 thorough knowledge of 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 higher 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 considerable knowledge of State agencies, local governments, and private organizations that have a working relationship with the college and/or program(s).

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

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 with other offices or organizations that impact on or relate to the work of the program or unit.

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 report, and studies that include finding and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to speak in public.

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

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

Salary Range: D32