

## **Director IV**

### **Definition**

Under the direction of an executive officer or line administrator at a State College, organizes plans and directs to 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, directs and the activities of the program or work unit; sets goals, 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 College administration.

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

Recommends, administers and monitors the program or unit budget; reviews and approves or disapproves most requests for expenditures.

Supervises staff and directs the work operations, develops performance standards, approves and reviews performance evaluations, provides guidance and counsel to staff. Recommends 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 results 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.

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 related field or equivalency 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.

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 College policies and procedures.

Basic knowledge of 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 which insure the appropriate confidentiality of program records and activities.

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 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 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 organize and administer conferences, seminars or meetings.

Salary Range: D26