

SKILL CENTER CLASS SPECIFICATION

CLASS TITLE: Assistant Director (SWSC Only)

BAND	GRADE	SUBGRADE
D	7	20
DEPARTMENT: Administration	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
CLASS SUMMARY: Provide assistance to the Director in all aspects of the Community Education/Workforce Development at the Skill Center, including management of the instructional program and student assessment. Plan, organize and facilitate continuing improvement programs and instructional services. Develops and manages budgets, operating procedures and system data analysis processes. Oversees curriculum. Work contacts include students, administrators (at all levels), instructors, staff and local community, national and federal organizations		

DUTY NO.	ESSENTIAL DUTIES	** FRE-QUENCY	* BAND/ GRADE
1.	Oversees daily operations providing guidance and assistance regarding administrative services and skill center practices and procedures.	15 %	D
2.	Plans, directs and evaluates all instructional and Community Education programs. Prepares, recommends, and administers the Community Education/Workforce Development operating budget. Reviews and recommends occupational program capital equipment expenditures, and prepares responses for external grants.	20%	D
3.	Supervises instructors and staff within the Community Education/Workforce Development, performs employee annual evaluations and conducts in-classroom instructor evaluations. Responds to and resolves student, staff and instructor complaints.	20%	D
4.	Act as liaison with College Divisions and Community Education/Workforce Development Programs. Also acts as a liaison with the College Divisions and the Skill Center to coordinate services, build partnerships and the team concept.	20%	D
5.	Develops and implements advisory committees for all Community Education/Workforce Development programs. Responsible for selecting and hiring instructors and support staff. Attends events, makes presentations and conducts tours of the Skill Center. Facilitates hiring, employee orientation and training of employees and instructors.	20%	D
6	Establishes and monitors data reporting procedures. Administers all personnel programs to include EEO/Affirmative Action, Americans with Disabilities Act.	5%	C
7	Performs other duties as assigned.	As Required	

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MINIMUM QUALIFICATIONS: Any combination of education, training, and experience that provides the required knowledge and abilities to successfully perform the essential duties of the job. An example of this would be a Bachelor's Degree in Business Administration or management, experience in occupational education administration, development of community occupational programs and /or equivalent combination of education and experience.

KNOWLEDGE REQUIRED:

Knowledge of:

- Open-entry, open-exit educational planning; custom planning and student registration process,
- Current practices in administration of community college program/services, staff development and strategic planning,
- Vocation education administration: Community education/workforce development program administration, budget preparation and administration.

SKILLS REQUIRED:

Skill in:

- Planning, directing, coordinating, implementing and evaluating occupational programs/services,
- Supervise instructors and staff,
- Conduct short and long-range strategic planning,
- Organize, prioritize, and coordinate work of others,
- Prepare, recommend, and administer budgets,
- Working with community groups and advisory councils,
- Communicating effectively verbally and in writing,
- Establishing cooperative-working relationships with persons contacted in the course of performing assigned duties.

SPECIAL CONDITIONS OF EMPLOYMENT: Some evenings and weekends required

WORKING CONDITIONS: This class may require incumbents to stand and walk for extended periods of time; may be required to lift, carry, push, pull, or otherwise move objects up to 40 pounds. Work involves sitting, stooping, operating a telephone, computer/electronic equipment commonly found in an office environment. Sensory abilities require general vision, hearing or listen, speaking clearly, touch and distinguishing color. Mental efforts on a daily basis require reading and writing English, basic arithmetic and mathematics, analyzing data, search for solutions, conducting research, managing resources/directing projects and evaluating performance of others. Work environment is mostly indoors, clean air (controlled), normal noise levels working on a level work surface.

NOTE: ** Frequency represented in percent (%)

A = annually, Q = quarterly, M = monthly, Q = Quarterly, W = weekly, D = daily

* Band/Grade

E Band- PROGRAMMING DECISIONS: The incumbents are required to make decisions that deal with the means of achieving established goals effecting major Functions, divisions or departments.

D Band: INTERPRETIVE DECISIONS: The incumbents are required to interpret and carry out programs or objectives.

C Band: PROCESS DECISIONS: The incumbents are required to determine the means or process of achieving set objectives, standards or guidelines.

B Band: OPERATIONAL DECISIONS: The incumbents are required to make decisions that focus on how to carry out the operations of the specified process.

A Band: DEFINED DECISIONS: The incumbents are required to make decisions as to the manner and speed of performing the elements of an operation