Job Summary

(One or two sentences beginning with an action verb, and answering in general terms why the position is required.) THIS IS A RECOMMENDED EXEMPT POSTIION TEMPLATE, DELETE WHAT DOES NOT APPLY. THE REV ON THE FORM IN THE HEADER IS FOR THE FORM NOT FOR THE REV OF THE DESCRIPTION. THE EFFECTIVE DATE IS DATE THE POSITION WAS PUT INTO PLACE, THE FOOTER DATE IS THE REVISION DATE AND WHEN THE CONTENT WAS LAST REVIEWED OR UPDATED.

Major Areas of Responsibility

* A bulleted list of the “essential functions” of the position, to which the incumbent is accountable. Separate from individual objectives, they are consistent across all functions of the same title in terms of scope and level of complexity. In general, these do not change from year to year. It is the responsibility of the manager to ensure the functions are an accurate representation of the position. In the event of changes to these functions, a review of the position should be conducted with HR to determine appropriate leveling, classification, and compensation.
* If applicable, reporting structure must be listed in this section. The last section prior to below statement e.g. Oversee the operational activities of the existing managers Job title here and job title here etc.
* Develop goals and objectives to include program implementation for service improvements, and prevention of corrective actions. Maintain positive relations with campus constituencies and solicit feedback regarding department performance.
* Develop and revise policy and procedures and identify software needs to support departmental programs. Update policy and procedures to support the College's requirements. Establish best practices procedures to coordinate and facilitate total customer satisfaction for the areas the department supports. Institute administrative procedures which facilitate the work of the staff and provide a service-oriented structure for those served.
* Work effectively as a liaison between various departments/users to ensure that services, quality and costs are balanced. Prepare and maintain departmental salary and operational budgets in accordance with procedures and uphold accountability for operating within approved budget limits.
* Conceive, develop, and implement innovative and creative solutions leading to continuously improved services. Provide a means for frequent and on-going feedback to the department on the effectiveness of services offered and of interaction with the public served. Utilize data and feedback to drive change and sustain standard practices while evolving the culture, policy and procedures and the College.
* Recruit, hire, train and manage direct reports. Complete appropriate performance management program to ensure goals, objectives and expectations are communicated and completed in alignment with the overall College mission, division and department.
* Other duties as assigned.

Minimum Qualifications

* This section must describe the baseline qualifications of the position as it relates to education, experience, and their equivalent combinations. Minimum qualifications are essential in determining qualified vs. unqualified applicants during the selection process. Generally, skills are qualities that can develop over time. Skill development requires learning, practice and feedback. Can be described using terms like “basic”, “proficient” and “expert” or entry, intermediate, advanced level of skill. An example: “Proficient at Project Management with a track record of taking projects from concept to completion.” . Other requirements as it relates to specific skills, knowledge, technical “know how” and individual attributes should also be included above.

Core Competencies

Skills that are required for this job and are in line with the College’s mission e.g.

* Supervision
* Dependability
* Flexibility
* Service Oriented
* Excellent Written & Verbal Communication
* Proficient Problem Solving
* Understands Risk Management
* Excellent Innovation/Creativity
* Strong Teamwork & Team Facilitation
* Strong Interpersonal Skills
* Understands, values and respects diversity as an individual, in a team and within groups while fostering an inclusive and supportive environment.