

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF CENTER OPERATIONS

BASIC FUNCTION:

Under the administrative direction of the Dean, plan, coordinate, and direct Instructional and Student Affairs programs for the Center; supervise academic and classified staff; and assume responsibility for activities and programs in the Dean's absence.

REPRESENTATIVE DUTIES:

Plan, coordinate, and supervise the operational functions of the assigned Center; coordinate Center activities including instructional, counseling, admissions, financial aid, health services, Transfer Center, EOPS, assessment, fiscal services, and other activities. *E*

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. *E*

Recommend instructional programs and student services to be offered at the Center; within parameters established by the Instructional Office and in concert with School/Center deans, propose course offerings; recommend faculty assignments and room schedules. *E*

Serve as liaison in coordinating Center activities with the main campus and other education centers; encourage the use of Center service, which are integrated with related instructional, student services and administrative programs; assist in the coordination and delivery of educational collaboratives housed within the Center. *E*

Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate with Student Affairs in the evaluation of classified and certificated staff and faculty; serve as the administrative designee in the evaluation of academic personnel assigned to the Center. *E*

Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. *E*

Oversee and participate in the development and administration of the Center's annual budget; participate in the forecast of funds; monitor and approve expenditures; implement adjustments. *E*

Provide technical and administrative assistance to the Dean; conduct a variety of organizational studies, investigations, and operational studies; direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to Center operations. *E*

Participate as a member of College committees as assigned; serve as the Dean's alternate on assigned committees as necessary. *E*

Manage and oversee the Center's computer systems; participate in the development of new systems and in solving problems with existing systems in collaboration with Computer Services staff. *E*

As assigned, plan, coordinate, develop, and manage military educational programs; recommend and assist in the implementation of goals, objectives, policies, and procedures; establish schedules and innovative teaching and learning methods for providing military educational programs. *E*

Perform related duties and responsibilities as required.

Director of Center Operations - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of the Center.
Laws, rules, regulations, policies and procedures relating to Center operations.
District policies, procedures, and current educational programs.
Methods and techniques of leadership and management.
Principles and practices of curriculum and course development.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English language usage, spelling, grammar, and punctuation.
Spanish language usage, spelling, grammar, and punctuation is required for position assigned to the San Ysidro site.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Manage, direct, and provide effective leadership for assigned programs and services.
Oversee and participate in the development and implementation of policies, procedures, goals and objectives.
Develop, coordinate, and manage effective programs and services.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Research, analyze, and evaluate new service delivery methods and techniques.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.
Conduct meetings and serve on committees.
Plan and organize work to meet schedules and time lines.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS:

Bilingual English/Spanish required for position assigned to the San Ysidro site.

Director of Center Operations - Continued

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant distractions and interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify data and monitor Center operations.

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time.

Revised: December, 2006

Johnson & Associates

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