Job Title: Commissioner of the Technical College System of Georgia  
Job Code: 15301

JOB SUMMARY

The Commissioner of the Technical College System of Georgia is responsible to the State Board for the planning, development, and internal management of the System’s staff, organization, and other resources to ensure the optimal development, planning, evaluation and management of technical education programs designed to meet the needs of Georgia’s citizens, businesses and industries in the most cost effective and efficient manner.

MAJOR DUTIES

- Gives advice and makes recommendations to the State Board of the Technical College System of Georgia on all matters pertaining to the policies and administration of the Technical College System;
- Responsible for the general administration, coordination, supervision, promotion, evaluation and improvement of all educational programs;
- The commissioner interprets and implements the policies of the State Board of Technical College System;
- Develops and submits goals, objectives and plans for the System’s operation to the Board for approval;
- Plans, develops, coordinates and manages the implementation of a statewide program of postsecondary technical and adult education which facilitates the meeting of, and is consistent with, the economic development needs of the state and its citizens;
- Manages the day-to-day operation of the System through a professional staff and directs the development and implementation of operational policies and procedures as needed;
- Interviews candidates for the president position at each technical college and recommends to the Board the appointment of the president. Conducts an evaluation of the president at each technical college;
- Develops and submits to the Board annual and long-range plans for technical and adult education and criteria, standards, and procedures for evaluating postsecondary technical education program, services and activities;
- Approves the hiring and dismissal of employees in the System Office. The Commissioner, in turn, may delegate this same authority to the supervisory staff;
- Develops and submits to the Board for consideration all action plans and proposals to modify, eliminate, or add to the Board’s existing responsibilities and/or authority; all proposed legislation for the Board to be considered by the State legislature; legal documents through which the Board takes action or is involved in litigation matters; proposals for membership of local boards of State technical colleges; all contracts of technical colleges that exceed $25,000; all change orders or amendments to existing contracts other than for capital outlay of State technical colleges that exceed a one-time cost of 20% of the total cost; all change orders or amendments to existing state-funded contracts other than for capital outlay at the colleges under local boards of education that exceed a one-time cost of 20% of the total cost. Approves on behalf of the Board all change orders and amendments over 20% of the total cost to state-funded contracts for capital outlay within the limits of funds appropriated for capital outlay;
Plans, coordinates, and manages all plans to promote the Board’s activities and to solicit private and public funds in support of the colleges’ missions; Ensures that all revenues are properly collected, recorded, and deposited in accordance with the Board’s policies; Advises and counsels legislators, patrons, presidents and local school board members regarding educational matters; speaks at workshops, luncheons, banquets, and commencement in all parts of the state; attends out-of-state educational meetings and conferences.

**COMPETENCIES**

Ability to articulate a clear vision of quality education with documented evidence of consistent, positive results
Ability to understand and appreciate Georgia’s institutions, culture and political and educational leadership
Ability to implement programs that address the needs of all students
Ability to inspire, motivate and build consensus among high impact decision makers such as legislative, business, community and technical college leaders
Ability to create an atmosphere of trust and mutual respect, open channels of communication and shared decision-making
Excellent communication skills and can effectively establish dialogue with all stakeholders groups
Knowledge of state laws and regulations
Knowledge of state legislative processes
Knowledge of standards-based education and successful education reform efforts in Georgia and throughout the nation

**MINIMUM QUALIFICATIONS**

The Commissioner of the Technical College System of Georgia is recommended by the State Board of the Technical College System and is appointed by the Governor of the State of Georgia.

**PREFERRED QUALIFICATIONS**

None noted for this position