Job Title: Commissioner, Assistant  
Job Code: 15300

JOB SUMMARY

The Assistant Commissioner serves as a member of the Executive Staff of the Technical College System of Georgia and is responsible for the planning, development, and internal management of the assigned unit in the System Office.

MAJOR DUTIES

Ensures the optimal development, planning, evaluation and management of TCSG programs to meet the needs of Georgia’s citizens, businesses, and industries in the most cost effective and efficient manner;
Manages Commissioner’s priorities; including design and execution of early stage projects and initiatives;
Serves as primary liaison to other state agencies and/or federal programs;
Manages the day-to-day operations of the assigned unit through a professional staff and directs the development and implementation of operational policies and procedures;
Monitors all funded programs according to guidelines and federal regulations;
Interacts with the State Board of the Technical College System, Presidents of Georgia’s technical colleges, and community, business and educational leaders
Responsive and reactive to emerging needs in the areas of workforce development and instructional delivery;
Acts as departmental representative for interpreting policy and procedure and responding to requests for information and complaints;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information;
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives;
Promotes the interests of the Division and TCSG.

COMPETENCIES

- Ability to manage a large staff
- Ability to manage multiple projects to varied deadlines
Ability to operate effectively within a large organization
Knowledge of postsecondary education
Knowledge of TCSG policies and procedures
Knowledge of federal and state regulations
Knowledge of budgeting procedures
Oral and written communication skills
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

A Master’s degree *and* Three (3) years of demonstrated management experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.