JOB SUMMARY

The Deputy Commissioner is the chief operating officer and instructional leader for the Technical College System and acts as the Commissioner's designee in his absence. The position directly reports to the Commissioner and works closely with the System Executive Committee and the presidents of the technical colleges. The Deputy Commissioner promotes excellence in all aspects of technical education, adult education and workforce development.

MAJOR DUTIES

- Assists in providing overall leadership for the System;
- Assists the Commissioner in providing vision and leadership in advancing the mission and implementing the strategic objectives of the System;
- Facilitates curriculum development and assessment of learning outcomes for technical education, adult education and workforce development programs. Aligns course programming with student and employer needs;
- Provides leadership and oversight of system participation in Complete College Georgia;
- Coordinates and provides advice on System P-20 initiatives and activities with Georgia Department of Education (GaDOE) and the University System of Georgia (USG);
- Serves on various councils/committees, as assigned including Association of Education Agency Heads’ (AEAH) organizations;
- Promotes excellence and continuous improvement in all aspects of system operations. Identifies and responds to high priority state needs and opportunities intended to expand the state’s economy and provide high value/quality employment opportunities;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists in the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state of federal laws that may impact department initiatives;
- Ensures programs and services comply with governing rules and regulations and accreditation guidelines;
- Provides leadership within the community, as well as at the state and national level;
- Provides overall leadership in the System's enrollment management program and promotes it as an active System-wide process that establishes, implements, and evaluates an overall plan for attracting and educating students from pre-enrollment through the attainment of their educational and job placement goals;
**COMPETENCIES**

Oral and written communication skills  
Organizational skills  
Skill in the operation of computers and job related software programs  
Decision making and problem solving skills  
Knowledge of industry operations, adult learning concepts, vision and mission of the colleges, strategic plan and goals  
Knowledge of fiscal and budget processes, personnel and project management concepts  
Knowledge of TCSG State Board Rules  
Ability to evaluate staff strengths and capabilities and provide coaching for performance  
Ability to produce and conduct presentations in large or small group settings

**MINIMUM QUALIFICATIONS**

None noted for this position.

**PREFERRED QUALIFICATIONS**

None noted for this position.