Job Title: Director  
Job Code 10056

**JOB SUMMARY**

The Director is responsible for the administration, development and implementation of initiatives, supervision of employees, and management of the operating budget for an office/department/program.

**MAJOR DUTIES**

- Assigns, plans, and directs activities to ensure maximum operational efficiency on a continuous basis according to established procedures;
- Manages and oversees financial/budget operations of the department;
- Exercises fiscal prudence by monitoring expenditures and revenues on a continuing basis to ensure revenues are earned and expenses are not overspent;
- Reviews and approves expense accounts, leave requests, travel requests, etc. to ensure conformity with established policies and procedures;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Prepares reports in requested format within requested time frame;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Works with management and staff to determine strategic positioning and to eliminate duplication of processes;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Defines and sets goals based on strategic direction of the agency or technical college and customer needs;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Participates in meetings to ensure department goals are in line with agency or technical college goals;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Maintains excellent working relationships with and serves as a liaison to internal and external customers.

**COMPETENCIES**

- Knowledge of personal best practices, rules, and testing needs
- Ability to break larger tasks into manageable smaller tasks
- Skill in the operation of computers and job related software programs
- Organizational skills
Project management skills
Oral and written communication skills
Leadership skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

A Baccalaureate degree from an accredited college or university *and* Five (5) years of experience in management or the defined departmental area

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.