Job Title: Executive Director

JOB SUMMARY

The Executive Director is responsible for the achievement of services, goals and objectives and acts as liaison with all divisions to ensure day-to-day operations are handled appropriately.

MAJOR DUTIES

- Works to facilitate achievement of services, goals and objectives;
- 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 with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- 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;
- Serves as leader in coordinating project activities;
- Acts as liaison with all divisions to ensure day-to-day operations are handled appropriately;
- Plans and organizes the unit’s work to meet the objectives of the assigned unit or college;
- Coordinates daily workflow and handles complex departmental administrative issues;
- Develops and maintains a working relationship with internal and external contacts to promote the technical college and TCSG;
- Represents president or assistant commissioner in meetings or conferences;
- Serves as representative of TCSG or technical college in various internal and external meetings;
- Maintaining confidentiality of official business, unless legally required to disclose;
- Plans, organizes and manages special projects for the president, assistant commissioner, deputy commissioner or assistant commissioner;
- Acts as a resource to other departments on internal communication policies and procedures.

COMPETENCIES

- Knowledge of academia structure and understanding of higher education
- Supervisory skills
- Skills and knowledge in budgeting and fiscal management
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
Ability to provide leadership and direction to administrators and staff in developing, implement and evaluating programs
Analyze complex financial, statistical and narrative data regarding the assigned program
Skill in the operation of computers and job related software programs
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Bachelor’s Degree *and* Five (5) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.