Job Title: Executive Director, Senior

Job Code: 32694

JOB SUMMARY

The Senior Executive Director plans, directs and monitors the activities and operations of the assigned division and coordinates activities with other divisions, departments and outside agencies.

MAJOR DUTIES

- Develops, plans, implements and administers division goals and budgets;
- Coordinates division activities with other divisions, departments and outside agencies;
- Directs and oversees implementation of the division work plan, assigned work, activities and projects;
- Monitors budget to control expenditure to properly administer divisions’ budget;
- Recommends and develops division policy procedures;
- Confers with and provides leadership to division personnel and assists and advises high level TCSG staff;
- Develops or participates in writing specifications for equipment, systems or services;
- Creates requests for proposals and negotiates contract/ vendor proposals;
- Establishes and oversees an organizational and process structure that provides a quality service and delivery for internal and external clients;
- Reviews and evaluates projects in progress, contract compliance, and quality control;
- Conducts presentations and briefings. Participates in community events promoting the Technical College System of Georgia;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures.

COMPETENCIES

- Knowledge of management practices and principles
- Knowledge of industry operations, adult learning concepts, vision and mission of the technical colleges, strategic plans and goals
- Ability to negotiate and collaborate
- Ability to produce and conduct presentations in large or small group settings
- Critical thinking and analysis skills
- Skill in interpersonal relations and in dealing with the public
- Skill in the operation of computers and job related software programs
- Written and oral communication skills
- Business and organizational skills
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS
A Bachelor’s degree *and* Seven (7) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.