Job Title: Operations Director - Evening

Job Code: 10312

JOB SUMMARY

The Operations Director – Evening is responsible for the administration and direction of the evening classes program at a technical college.

MAJOR DUTIES

Develops and implements an education plan to ensure staff, space, and materials are adequate to comply with federal and state guidelines;
Plans and organizes the unit’s work to meet the technical college’s objectives;
Promotes the evening campus program to public and private organizations supporting expanded services and facilities toward a regional concept;
Reviews and approves all requests for supplies and materials including curriculum materials for the program;
Creates and maintains a high performance environment characterized by positive leadership and strong team orientation;
Coordinates building security staffing;
Represents the department at various internal and external meetings;
Assists staff in resolving problems encountered in work assignments;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Manages and oversees financial/budget operations of the department;
Prepares or directs the preparation of financial reports in both standard and specialized formats;
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.

COMPETENCIES

Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
<table>
<thead>
<tr>
<th>MINIMUM QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree in business, public administration or closely related field *and Three (3) years of related work experience in management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREFERRED QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred qualifications may vary from location to location.</td>
</tr>
</tbody>
</table>