Job Title: Director, Assistant

JOB SUMMARY

The Assistant Director assists with the directing of a diverse range of support for the administration, development and implementation of initiatives, and supervision of employees for an office/department/program.

MAJOR DUTIES

Assists in the monitoring the activities of personnel to ensure compliance with TCSG policy manual and department procedures
Prepares reports in requested format within requested time frame
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
Maintains accurate files/records
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

Baccalaureate degree from an accredited college or university *and* Two (2) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.