

Associate Director II

Definition

Under the direction of a Director II at a State College, the Associate Director II, as the principal managerial assistant to the Director, participates in the administration of complex major program and/or large unit; supervises and manages one or more important sections of the unit or program and acts with the authority of the Director II in his or her absence; does related work as required.

Examples of Work

Works with the Director to establish program or unit goals and develop policies and procedures in accordance with College policies and procedures in accordance with College policies and goals.

Prepares or supervises the preparation of reports and studies containing findings and recommendations for the review, information and assistance of the Director.

Gathers data and prepares the program or unit budget. As directed, monitors expenditures, evaluates spending patterns and recommends approval or disapproval of expenditure requests.

In conjunction with the Director, develops proposals for soliciting private and public funds to help meet program objectives or expand activities and services.

Evaluates programs operations, performance and recommends changes to Director, as required.

Administers and interprets applicable federal and/or state laws and regulations

Evaluates section(s) goals, operations and performance; as required, develops and implements alternative procedures to improve performance and meet section objectives.

Supervises the work operations, develops performance standards, makes performance evaluations, provides guidance, counsel to staff and recommends approval of personnel actions required within the section supervised and the program or unit.

Advises and counsels students and parents regarding program offerings, activities, and services. Provides guidance and assistance when unusual problems occur.

Compiles and summarizes statistical and other data for the Director.

Consults with the Director to resolve the most unusual problems or policy concerns evolving in the sections supervised or the program or unit.

Establishes and maintains effective communication and cooperative working relationships with college administrators, faculty and staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections supervised and the program or unit

Maintains integrity and appropriate confidentiality in section and program operations.

Develops public relations materials relating to the section or program.

Participates in conferences, seminars or meetings representing the Director as required.

Initiates and plans conferences, seminars and workshops.

Prepares or supervises the preparation of detailed correspondence.

Serves or represents the Director on ad hoc and standing committees as required.

Supervises the maintenance of essential records and files.

Requirements

Education

Graduation from an accredited college with a Bachelor's Degree supplemented by a Master's Degree in a field related to the position to be filled.

Experience

Professional experience as a faculty member in an institution of higher education or administrator in education, higher education or other related field that is directly related to the functions to the functions of the position to be filled .

The minimum experience standards for positions classified under this class title will vary depending upon the requirements of the specific position to be filled. In each case, these minimums will be determined at the discretion of the appointing authority.

Applicants who do not possess the required education may substitute indicated experience on a year for year basis (30 credit hours is considered one year of college).

A Doctor of Philosophy degree or a Doctor of Education degree may be substituted for two years of the indicated experience

Knowledge, Skills and Abilities

Thorough knowledge of program or unit purpose, goals and objectives.

Thorough knowledge of modern management principles.

Considerable knowledge of the laws and regulations which impact on the section and the program or unit.

Wide knowledge of the College philosophy, goals and organizations.

Wide knowledge of the higher Education system and the function of institutions of higher learning.

Wide knowledge of the principles of budget planning, development and administration.

Wide knowledge of the principles of organization and personnel management.

Basic knowledge of College policies and procedures.

Ability to acquire considerable knowledge of State of New Jersey and agencies of Federal, State and local governments, and private organizations that have a working relationship with the program and/or section.

Ability to assist in the management of a college program or unit, including setting goals, planning and implementing work programs and developing policies and procedures.

Ability to evaluate program performance and develop alternative methods to improve performance and meet established objectives.

Ability to develop program ideas or concepts and prepare proposals for funding.

Ability to comply with procedures which insure appropriate confidentiality of program records and activities.

Ability to effectively supervise subordinate staff including developing work operations and performance standards, making performance evaluations and recommending personnel actions.

Ability to establish cooperative working relationships and coordinate with other offices or organizations that impact on or relate to the work of the section and program or unit.

Ability to advise and counsel students and others concerned with the functions of the program or unit.

Ability to establish cooperative working relationships with supervisors and staff.

Ability to develop, administer and monitor a program budget.

Ability to develop and recommend program policies.

Ability to prepare and/or direct the preparation of clear reports and studies that include findings and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to speak in public.

Ability to represent to College at conferences, seminars or meetings.

Ability to supervise and/or maintain essential records and files.

Salary Range: D27