

EDUCATIONAL CENTER SUPERVISOR

DEFINITION

Under the direction of the assigned Administrator, assists in the planning and overall operation of an educational center, which may include supervision of community services activities, payroll/human resource processes, business and facilities functions, records and admissions, as well as other student services and instructional operations; supervises the classified staff assigned to areas of responsibility.

TYPICAL DUTIES

Assists with the coordination and supervision of a variety of administrative, operational, physical plant maintenance, educational and clerical services for the education center. Assists the administrator in charge with the recruitment and hiring of classified personnel, adjunct faculty and temporary employees; trains, supervises and evaluates the performance of assigned classified staff; coordinates work schedules for assigned classified staff; assists the administrator in charge with the preparation of enrollment management materials (e.g. class schedules, catalogs, brochures, flyers, various marketing and recruitment materials), coordinating production schedule with instruction, student services, production services and main campus. May assist with the supervision of the accounting and payroll/human resource functions. When assigned, plans, organizes and supervises the activities of the center's records and admissions/student services office, including records, registration, financial aid and other activities involved in coordinating student registration and record maintenance; oversees the faculty support area, including preparation of overload and adjunct faculty contracts and absence reports; assists faculty in preparation of curriculum materials; coordinates the scheduling of maintenance requests with Facilities Management and outside contractors. Responsible for coordinating administrative services' functions (e.g. police, technicians, and grounds) related to college facility use and outside rentals, working with community groups to facilitate facility rentals and community events. Participates in the development and improvement to campus emergency and contingency plans and makes recommendations for changes in procedures to ensure responsiveness in emergency situations; assists the administrator in charge with office administration duties, providing clerical and other staff assistance as needed; operates a variety of office equipment and utilizes various computer software programs/applications to accomplish specific tasks. Performs other related duties as assigned.

ALLOCATION FACTORS

Incumbents may be assigned duties in one or more areas (administration, instruction, student services), but may not, depending on size and organization of the center, be expected to perform all of the functions listed under representative duties.

QUALIFICATIONS

EXPERIENCE

Four years of increasingly responsible experience, including one year in a lead or supervisory capacity, in secretarial/clerical/recordkeeping.

EDUCATION

Bachelor's degree from an accredited institution in business, public administration or related field; **OR** an Associate's degree in any of the above **PLUS** two additional years of qualifying experience.

KNOWLEDGE OF

Principles and practices of effective supervision and training; collective bargaining contract agreements for employees supervised; interviewing techniques; time management techniques; budget preparation and control; applicable sections of the state education code and other applicable laws; campus and district policies and regulations; computer systems and applications; accounting and payroll practices; recordkeeping techniques and modern office practices.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, coordinate and supervise multiple operations and functions; work independently using effective time management techniques; train, supervise and evaluate assigned personnel; communicate effectively, both verbally and in writing; establish and maintain cooperative and effective working relationships with students, staff, faculty and the community; learn, interpret, and apply current state, district, college and center rules and regulations; maintain knowledge of center course/class offerings and student support services; multitask effectively and be detail oriented; meet schedules and time lines; analyze situations accurately and adopt an effective course of action; operate a variety of modern office equipment and utilize software programs/applications for specific tasks; have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students; sustain regular work attendance.