

San Joaquin Valley College
Job Description

Job Title: Campus Director
Department: Administration
Reports To: Vice President of Administration
Classification: Full-time, Exempt

Summary: The Campus Director is responsible for the quality, efficiency and successful operation of the assigned campus location.

Essential Duties and Responsibilities:

- Assures compliance with all established SJVC policies and procedures, as well as federal, state and accreditation mandates.
- Formulates and implements the annual operations plan.
- Studies management methods in order to improve workflow and implement cost reductions
- Analyzes unit operating practices, such as record-keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements and performance standards to create new systems or revise established procedures
- Analyzes jobs to determine position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow
- Studies methods of improving work measurements or performance standards
- Oversees the collection and preparation of documentation, such as payroll, terminations, new hires, and transfers
- Prepares reports, including conclusions and recommendations for solution of administrative problems
- Interprets and appropriately communicates operating policies to personnel with a business need-to-know
- Oversees services, such as maintenance, repair, supplies, mail and files
- Identifies need for, develops and promotes new training programs.
- Sets goals and strategies.
- Monitors quality of education and service.
- Engages in public relations activities to enhance the image of the College.
- Assists in the development of advertising and promotion strategies, and monitors their effectiveness.
- Generates and conducts business within the parameters of the annual budget.
- Conducts management and staff meetings.
- Prepares reports to maintain approvals and authorizations.
- Conducts internal audits and responds appropriately to variances.
- As a member of the Executive Council, prepares for, attends and participates in meetings including reporting and presentations.
- Manages, evaluates, praises and disciplines staff and faculty members as required; ensures employee evaluations are conducted in a timely manner
- Continues to implement and oversee the College's Safety Program by conducting monthly meetings; monitoring the effectiveness of each safety subcommittee; monitoring and evaluating safety and health responsibilities assigned to staff; maintains direct communication with Safety and Compliance Manager; chairs and maintains minutes for Emergency Action Plan Committee; plans

- and schedules quarterly training in Emergency Action Plan; monitors effectiveness of procedures; acts as a member of the Emergency Response Team
- Assures timely response to corporate requests and directives
 - Performs other duties as assigned

Supervisory Responsibilities: Manages subordinate supervisors who supervise employees in the admissions, financial aid, bookkeeping, instruction, employment services, student service and records and purchasing departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service – Manages difficult or emotional employee and student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for supplies; meets commitments.

Interpersonal Skills – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Encourages employees to build a positive team spirit; exhibits objectivity and openness to others' views; gives and welcomes feedback; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to employees and students.

Change Management – Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning; decision-making; facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, education and customer service; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality education; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; ensures a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; keeps commitments; inspires trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; supports organization's goals and values; benefits organization through outside activities.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strength & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities; plans for additional resources; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follow through on commitments.

Safety and Security – Promotes safety and security procedures; determines appropriate action beyond guidelines; ensures security of the employees and campus.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals.

Innovation – Displays original thinking and creativity; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must have a related undergraduate or graduate degree from an accredited academic institution.

Language Skills – Ability to read, analyze, and interpret the most complex documents; ability to respond effectively to most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups and/or board of directors.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Must be bondable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.