

# *San Joaquin Valley College*

## Job Description

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**Job Title:** College President  
**Department:** Administration  
**Reports To:** Board of Governors  
**Classification:** Full-time, Exempt

**Summary:** The President provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness. Also works with the Board of Governors, Board of Directors, Senior Management and the Executive Council to ensure the quality, short and long-term profitability, and growth of the College.

**Essential Duties and Responsibilities:**

- Promotes and fulfills the College's mission
- Provides leadership in setting and communicating expectations of educational excellence and integrity throughout the institution
- Serves as a member of the Board of Governors, Senior Management, and Executive Council
- Assures support for the effective operation of the institution
- Assures compliance with applicable federal, state and local laws and regulations
- Implements and administers board policies
- Acts as a liaison between the board and college administration
- Oversees and evaluates the institution's administrative structures [i.e., Senior Management, Executive Council]
- Delegates authority to administrators and others consistent with their responsibilities, as appropriate
- Guides institutional improvement of the teaching and learning environment by the following:
  - Establishing a collegial process that sets values, goals, and priorities
  - Ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions
  - Ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes
  - Establishing procedures to evaluate overall institutional planning and implementation efforts.
- Effectively controls budget and expenditures and assures fair distribution of resources to support the achievement of the mission
- Works and communicates effectively with the communities served by the College
- Regularly evaluates governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the institution in meeting educational goals. Assures that the results are widely communicated and are used as the basis for improvement.

**Supervisory Responsibilities:** The President has oversight of the members of the Senior Management Team who supervise employees in the Administration, Finance, Academic Affairs, Facilities/Purchasing, Human Resources, Graduate Services, Admissions, and Financial Aid departments as well as the Campus Presidents. Also has direct supervision over one non-supervisory employee. The President is also responsible for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulations. 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 flows and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem 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.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

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

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

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

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

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

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

Delegation – Delegate 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; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; 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 – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.

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

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

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

Judgment – Displays willingness to make decisions; 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; uses time efficiently; plans for additional resources; sets goals and objectives; 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; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

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 change, delays, or unexpected events.

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

Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

**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 – Bachelor's degree (B.A.) from an accredited four-year college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; networking and systems engineering, and master proprietary software used in student and employee records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

**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.

*San Joaquin Valley College*  
Job Description

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**Job Title: Vice President, Administration**

**Department: Administration**

**Reports To: President**

**Classification: Full-time, Exempt**

**Summary:** The Vice President (VP), Administration collaborates with the President and Senior Management team to create systems, reporting formats, policies and procedures, and grow people associated with the Human Resources (HR), fiscal management, and IT operations of the College. The VP ensures that HR is adequately staffed and aligned to the College's needs; that all elements of the financial and purchasing system are accurate and deployed appropriately; and that IT resources meet the dynamic needs of the College.

**Essential Duties and Responsibilities:**

- Leads HR activities including the development, reporting, and appropriate staffing of the team and the College
- Directs financial team activities to ensure the availability and integrity of appropriately deployed information
- Ensures purchasing is effective, efficient, and appropriate to the needs of the College
- Maintains internal audit control systems
- Trains new Campus Presidents on deployed financial information
- Manages HR, financial, purchasing, facilities and IT staff for the College
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages four subordinate supervisors who supervise employees in the HR, financial, purchasing and facilities, and IT 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:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

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

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 change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

#### Job Competencies

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision making and relationships.

**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 – Master’s degree (MA/MS) from four-year college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; networking and systems engineering, and master proprietary software used in student and employee records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

**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.

*San Joaquin Valley College*  
Job Description

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**Job Title: Vice President of Admissions and Graduate Services**

**Department: Senior Management**

**Reports To: President**

**Classification: Full-time, Exempt**

**Summary:** The Vice President (VP) of Admissions and Graduate Services collaborates with the President and Senior Management team to create systems, reporting formats, policies and procedures, and grow people associated with the Enrollment, Financial, and Graduate Services operations of the College. The VP ensures achievement on enrollment forecasts, financial services (FA) delivery, and placement outcomes.

**Essential Duties and Responsibilities:**

- Supervise the Enrollment Services function for the institution; leading the admissions teams to serve prospective students and enroll capable applicants
- Collaboratively establishes enrollment forecasts and ensures their achievement
- Supervise the Financial Services team for the institution; ensuring prospective and continuing students are served in an effective and timely fashion
- Guide the Graduate Services efforts for the institution; developing policy and practice to ensure effective support of graduates and achievement of placement goals
- Performs other duties as assigned.

**Supervisory Responsibilities:** Directly supervises the Directors of Admissions, Financial Services, and Graduate services. 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:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

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

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 change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.



## Job Competencies

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision making and relationships.

**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 – Master's degree (MA/MS) from four-year accredited college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student and employee records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

**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.

*San Joaquin Valley College*  
Job Description

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**Job Title: Vice President, Instruction and Student Success**

**Department: Academic Affairs**

**Reports To: President/CEO**

**Classification: Full-time, Exempt**

**Evaluation Form: SM (Senior Management)**

**Summary:** The Vice President of Instruction and Student Success manages the following functions: instruction, the online modality, the student database, and student services. The VP has both direct and indirect oversight of a diverse staff at the Central Administrative Office and campuses, as well as Deans, Program Directors, Division Managers, and faculty across all academic programs. The Vice President is a member of the senior management team and as such engages in institutional planning and outcome assessment.

**Essential Duties and Responsibilities:**

- Assigns, directs, coordinates and assesses the work of the Director of Instruction; Director of Student Services; Director of eLearning Curriculum, Instruction, and Student Services; and the Academic Applications Administrator
- Produces, monitors, and analyzes key metrics to measure and assess the effectiveness of faculty and academic leadership acquisition and management
- Produces, monitors, and analyzes key metrics to measure and assess retention, student policies and student services
- Assures that all work in assigned areas is conducted in accord with College policy and in support of achieving the College institutional plan
- Provides leadership over the classroom observation and performance evaluation systems
- Designs and executes talent strategies and processes: performance management, succession planning, and leadership development
- Supports implementation of leadership and management competencies through consultation and training
- Other duties as assigned

**Supervisory Responsibilities:** Directly supervises one support staff, and as described above: three corporate directors and the Academic Applications Administrator. Provides indirect supervision and technical assistance to campus-based employees in the Academic Affairs department. 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:

**Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

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

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 change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## **Job Competencies**

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision-making and relationships.

**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 – Master’s degree (MA/MS) from an accredited four-year college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

# San Joaquin Valley College

## Job Description

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**Job Title: Provost**  
**Department: Senior Management**  
**Reports To: President**  
**Classification: Full-time, Exempt**  
**Evaluation Form: SM (Senior Management)**

**Summary:** The Provost collaborates with the VP of Instruction & Student Services and Senior Management team to ensure equity and integrity of educational programs. Areas of responsibility include Accreditation, Programmatic Compliance, Institutional Research Reporting, and Curriculum & Assessment. The incumbent provides leadership, management and vision necessary to ensure compliance and accountability to outcome.

### **Essential Duties and Responsibilities**

- Assigns, directs, coordinates, and assesses the work of the Director of Curriculum and Assessment and associated staff
- Serves as immediate supervisor of the Director of Institutional Relations and Director of Programmatic Compliance, and liaison between Directors and the college community
- Develops and implements plan for programmatic and regional accreditation compliance
- Provides leadership and supports strategic and operational accreditation initiatives
- Utilizes institutional data for planning, assessment, decision making and creates opportunities for faculty and administration to produce scholarly work

**Supervisory Responsibilities:** Manages the following departments: accreditation, programmatic compliance, and curriculum. Is responsible for the overall direction, coordination, and evaluation of the team's functions. 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:

### **Core Competencies**

**Integrity:** Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**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 change, delays, or unexpected events.

**Organization Support:** Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

**Communication:** Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## **Job Competencies**

Deploy and Align: Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy: Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence: Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision-making and relationships.

**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 possess a minimum of a Master's, with an emphasis in education administration, accreditation and leadership development. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. The ideal candidate will have an advanced degree and 5+ years of experience.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

**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 this 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 and walk. The employee is occasionally required to climb or balance 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.

*San Joaquin Valley College*  
Job Description

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**Job Title: Regional Vice President of Operations**

**Department: Administration**

**Reports To: President**

**Classification: Full-time, Exempt**

**Form Code: SM (Senior Management)**

**Summary:** The Regional Vice President of Operations collaborates with the Senior Management team to develop strategic and operational strategies and is charged with facilitating those strategies in the assigned region. This role provides vision, leadership and management necessary to ensure campus operations are aligned with strategic and operational intent and works with Campus Presidents to ensure accountability to outcome. This position requires great autonomy in the performance of daily activities and the use of refined judgments to apply extensive and specialized knowledge of administrative procedures and best practices.

**Essential Duties and Responsibilities:**

- In conjunction with the Senior Management team develop and ensure achievement of long-term and quarterly goals aligned with strategic and operational plans, established by Board of Governors and executives of the College.
- Educate, support and ensure accountability with Campus Presidents on the achievement of operational and strategic goals and targets.
- Provide direction, support and training in the assigned region on institutional and operational strategies.
- Performs other duties as assigned.

**Supervisory Responsibilities:** Manages Campus Presidents for the assigned region. 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:

**Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

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

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 change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## Job Competencies

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision-making and relationships.

**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 – Master's degree (MA/MS.) from four-year accredited college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student and employee records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

**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.



*San Joaquin Valley College*  
**Job Description**

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**Job Title: Director of Finance**  
**Department: Accounting**  
**Reports To: Vice President of Administration**  
**Classification: Full-Time, Exempt**

**Summary:** The Director of Finance regularly and directly assists the Vice President of Administration in analysis of data, budget development, and development of institutional strategies, objectives, measures, targets and initiatives. This information drives business performance and assures compliance with external regulatory agencies and SJVC policies and procedures.

**Essential Duties and Responsibilities:**

- Develops and maintains a rolling three year budget based on information derived from IS student population forecasting system.
- Prepares monthly variance analysis documentation
- Analyzes ERP (CVue, Acumatica, Payroll, etc.) data and prepare reports
- Prepares documents for annual audit
- Reviews and audits accounting procedures; identifies deficiencies and implements improvement plans approved by the Controller or Chief Financial Officer
- Conducts financial review of strategic, capital, and operational projects
- Develops institutional strategies, objectives, measures, targets and initiatives
- Conducts presentations to Executive Council groups including participating in Senior Management and Business Committee meetings.
- Remains current on data analysis software; prepares proposals for upgrades/additions and presents recommendations
- Performs other duties as assigned
- Resolves Campus Director inquiries
- Prepares and assists with campus improvement plans
- Creates and maintains executive dashboards
- Review accounting transactions for data accuracy
- Compares projected and actual results to identify areas of improvement

**Supervisory Responsibilities:** Directly supervises two or more non-supervisory employees in the Student Accounts Department. 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:

**Core Competencies:**

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

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 change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies:**

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; aligns work with strategic goals.

Judgment – Displays ability to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Strategic Thinking – Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

**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 – Undergraduate degree in accounting f along with two or more years of progressively responsible accounting experience, or equivalent combination of education and experience. Required degree(s) must be from institutions accredited by U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and comprehend complex instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, business representatives and employees of the organization.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, as well as Accounting and proprietary software used to maintain student records.

**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 this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee

is occasionally required to stand; climb or balance 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.

*San Joaquin Valley College*  
Job Description

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**Job Title: Corporate Director of Financial Services**

**Department: Financial Services**

**Reports To: Vice President of Enrollment & Graduate Services**

**Classification: Exempt**

**Summary:** The Director of Financial Services supports and directs the proper execution of college financial aid practice on each campus. Working closely with the Vice President of Enrollment & Graduate Services, Campus Presidents, and other members of the Executive Council, the Director of Financial Services leads the institution's efforts to serve prospective students compliantly in the areas of awarding of the Title IV Federal Aid programs, private loan sources, VA benefits, state grants and any other government and private sources as appropriate.

**Essential Duties and Responsibilities:**

- Oversees proper administration of College financial aid policy and procedure on all campuses
- Works with Campus Presidents and ESDs to ensure financial aid campus staff maintains presence at Enrollment Services meetings
- Works with Campus Presidents to ensure appropriate levels of financial aid activity, function and productivity are achieved on all campuses
- Identifies financial aid employees requiring special attention and works with campus staff to provide support, counseling, and corrective action
- Oversees and/or provides comprehensive training in College policy and procedure to all financial aid staff at time of hire
- Provides regularly scheduled training to current financial aid staff
- Oversees and/or provides individual and small group training to address specific needs identified through data analysis or on referral from campus staff;
- Audits financial aid files to ensure policy and procedure compliance
- Maintains inventory and accuracy of training materials, publications and forms used in the financial aid department
- Assures that appropriate inventory of all materials related to financial aid is maintained at each campus
- Coordinates and approves professional judgements for all campuses
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no direct supervisory responsibilities; technical oversight is provided to campus-level employees.

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

**Core Competencies**

**Integrity:** Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

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 change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Management Excellence - 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; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Training and development - Ensures that staff members get a sufficient amount of orientation, training, and development opportunities to maximize their chances of being successful in their assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

Analytical thinking - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures

Customer Focus - Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

**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 – Bachelor's degree (B.A.) from four-year college or university; or 3 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

**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 this 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 walk. The employee is occasionally required to stand; climb or balance 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

## *San Joaquin Valley College* Job Description

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**Job Title:** Director of Institutional Partnerships  
**Department:** Enrollment and Graduate Services  
**Reports To:** Vice President of Enrollment and Graduate Services  
**Classification:** Full-Time, Exempt

**Summary:** The Director of Institutional Partnerships will also focus on partnerships with internal and external customers as it relates to a variety of contract executions, community outreach, and business development. These projects are accomplished by consulting with Campus Presidents and/or Senior Management to ensure that campus needs are met.

### **Essential Duties and Responsibilities:**

- Conducts the required research for proposed or current programs (including but not limited to - research on existing competition, current employment needs, projected employment needs, community support for program, accrediting or regulatory agency requirements, and other programmatic requirements for implementation)
- As directed by Sr. Management, complete required projects for new program implementation (as necessary, preparation of feasibility study information, clinical site development for hospital based programs, new contract development for required clinical affiliations, obtain letters of community support, etc.)
- Initiate contacts for new clinical site development for new or existing programs on the request of Program Directors or Campus Presidents
- Establish and maintain contracts with clinical affiliates for existing programs
- Provides project status reports to Senior Management as requested
- 10% of position is allocated to Aviation campus as the Career Services Advisor
- Serve as the colleges Articulation Officer as it relates to institutional partnerships.
- Represents SJVC in government, community, and public relations activities
- Execution of business development opportunities such as Employment Training Panel (ETP) and Training and Workforce Development.
- Performs other duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities. The Director serves in an advisory capacity, providing recommendations to Campus Directors and Senior Management.

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

### **Core Competencies**

**Integrity:** Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**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 change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Relationship Building / Networking - Builds rapport and develops alliances with a broad range of people. Adjusts communication style to meet the needs of individuals at various organizational levels and to meet the needs of applicants. Forms alliances by demonstrating concern and respect for others, as well as by highlighting common interests and aspirations. Leaves others feeling that he/she will be a trusted ally and is careful to act in ways that reinforce that trust over time.

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

Strategic Thinking - Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

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 change, delays, or unexpected events.

**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 BA/BS degree, MA/MS degree preferred from an accredited academic institution; 5 years related experience.

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.

**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.