CLASS SPECIFICATION TITLE: EXECUTIVE DIRECTOR

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<th>BAND</th>
<th>GRADE</th>
<th>SUBGRADE</th>
<th>FLSA STATUS</th>
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CLASS SUMMARY:
This class is the first of three levels in the Executive Leadership series. Incumbents are responsible for providing senior level direction to the activities of multiple College department(s) or function(s) impacting a moderate area and range of services, or the operations of a defined College campus. Based upon assignment, incumbents plan, direct, coordinate, and manage all activities related to assigned area(s) including the development of programs critical to the College's ongoing administrative operation. Responsibilities may include; developing the goals, policies, and objectives of the assigned area(s); developing short- and long-term strategies consistent with broad College goals and objectives; managing external relations to improve and increase the College's visibility and reputation; and determining the overall budget and allocation of resources to multiple departments, programs, and functions.

Incumbents at this level are responsible for leading and directing the work of lower level officers, directors and managers, and exercise moderate authority regarding the distribution of College resources.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Directs and oversees staff which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
   - FREQUENCY: Daily
   - BAND/GRADE: D7

2. Directs the implementation of activities and operations of a significant College program, department, or service offering impacting a large area and range of services, which includes planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings; developing short- and long-range strategies; developing academic assessment strategies; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; and coordinating activities between multiple functions.
   - FREQUENCY: Daily
   - BAND/GRADE: D7

3. Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.
   - FREQUENCY: Daily
   - BAND/GRADE: D7
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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<th>FREQUENCY</th>
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<td>4. Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; conveys department information through presentations; represents assigned academic area on committees, advocacy groups, and/or related groups.</td>
<td>Weekly 15%</td>
<td>D7</td>
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<td>5. Prepares and administers a budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.</td>
<td>Weekly 10%</td>
<td>D7</td>
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<td>6. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
<td>N/B</td>
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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Executive Director may be responsible for:
- Represent the President on committee’s, boards and panels;
- Function as point of contact resource to the college and surrounding communities;
- Work with President and Executive team to develop shared visions and goals for the College;
- Develop enrollment management strategies;
- Develop marketing strategies and oversee the development and building of the College brand;
- Develop outreach recruitment strategies;
- Represent the College as the leader in all employee and labor relations;
- Secure qualified employees for the College by developing and managing recruiting, orientation and the placement process;
- Develop and implement training and development initiatives to address current capabilities and future training needs;
- Plan, develop and implement programs and guidelines to help align staff with the strategic goals of the College;
- Develop budget and achieve financial objectives through forecasting requirements, preparing unit plans, identifying resources, and managing expectations.
## Training and Experience

(positions in this class typically require):

Master's degree from an accredited college or university in education, administration, or related field; and seven to ten years of progressively responsible management experience; or an equivalent combination of education and experience necessary to perform the essential responsibilities of the assigned position.

## Licensing Requirements

(positions in this class typically require):

- Instructional Certification (depending on area of assignment)

## Knowledge

(position requirements at entry):

Knowledge of:

- Leadership principles;
- Program development and administration principles and practices at a College-wide level;
- Higher education administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Budgeting principles;
- Strategic planning principles;
- Policy and procedure development practices.

## Skills

(position requirements at entry):

Skill in:

- Directing and providing leadership to lower level staff;
- Directing, monitoring, and evaluating Collegiate policies and procedures;
- Planning, coordinating, and implementing college-wide components and activities;
- Developing, managing, and administering budgets;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Managing and administering a budget;
- Preparing a variety of reports;
- Communicating (orally and in writing) information, data, and opinions to inform, influence, and/or persuade a wide variety of individuals and audiences.

## Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASSIFICATION HISTORY:
Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (DG) Date: (05/2010)