

ASSOCIATE DEAN - COMMUNITY COLLEGE (COMMUNITY SERVICES AND CORPORATE EDUCATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President of Westchester Community College, the incumbent administers and monitors the planning, coordination, development and implementation of strategies to meet divisional goals in accordance with established policies and procedures of Westchester Community College. The incumbent oversees the operations of four departments - Public Services, Professional Development, Community Services, and the Retirement Institute. This position establishes long and short-term fiscal and programmatic goals, participates in recruitment, selection and evaluation of faculty and staff, develops operating procedures and qualitative standards, identifies Federal and State grant opportunities, implements funding, and oversees the preparation of the division's budget and expenditures. The incumbent regularly interfaces with a variety of administrators, advisory and interest group representatives to develop and maintain resources for effective program implementation and acts as the key liaison to business, labor, not-for-profit, and government agencies to further the College's participation in workforce and economic development areas. An incumbent serves as a member of the President's cabinet and participates in the formulation, interpretation and implementation of College policies, goals and objectives as set forth by the President. Supervision is exercised over a number of academic, professional, technical and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the administrative and operative functions of the Continuing Education Division to ensure quality programmatic services to the business community, other targeted constituencies, and to all Westchester County residents, and to promote the College's profile and provide additional revenue sources;

Manages the administrative details of the division to ensure that appropriate systems are in place such as registration, recordkeeping, bursar functions, report generation and filing, contracts and payroll procedures;

Plans and coordinates the development and expansion of programs, and evaluates existing programs to ensure that community interests and needs are met;

Oversees the writing of grants for new and innovative programs, identifies new State, Federal and Foundation funding opportunities, obtains funding for special projects, and works with the appropriate division to implement programmatic additions or changes;

Establishes long and short-term goals for the division which are consistent with the College's objectives by planning for departmental and personnel restructuring;

Directs and participates in the recruitment, selection, assignment and evaluation of faculty and staff to provide quality instruction and educational training;

EXAMPLES OF WORK: (Cont'd)

Motivates and encourages professional development of employees; develops, implements and makes recommendations for staff improvement, staff retention, or dismissal; develops and implements performance appraisal procedures;

Oversees the preparation of the division's capital and operating budgets and monitors budget expenditures to ensure compliance with fiscal goals and objectives;

Recommends new courses, programs or funding sources to the Vice-President of Academic Affairs and the President of the College, and develops strategies for recruitment in response to trends and interests;

Develops operating and teaching standards to promote quality instruction and services;

Participates in marketing the division's programs and activities through overseeing brochure design, open-houses, electronic media, and other creative advertising vehicles;

Consults with department heads and program directors regarding resource allocation, program development, personnel issues, registration problems, etc., to effectively integrate department functions and ensure conformity with the overall objectives of the division;

Participates in a variety of community, advisory and academic activities in conferences, seminars and workshops to increase awareness of new educational trends and opportunities, innovative instructional methods and specialized equipment and public interests and needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate Federal, State and local laws, rules, regulations, policies, and procedures as related to the administration of education and training programs; thorough knowledge of the principles and techniques of supervision; thorough knowledge of the techniques of program development, implementation and evaluation; good knowledge of business and government; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify problems, formulate and implement solutions; ability to make effective decisions; ability to evaluate the performance of personnel; ability to establish and maintain effective professional relationships; leadership; sound professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Master's Degree\* and seven years experience in the planning and development of training programs, personnel administration or human development including three years in an administrative supervisory position.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Unclassified†  
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Job Class Code: E0521  
Job Group: XVI