

PALOMAR COMMUNITY COLLEGE DISTRICT

MANAGER, INSTRUCTION OFFICE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize and coordinate the operational activities of the instructional division, including the approval process for locally-developed curriculum.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President Instruction and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize and coordinate the day-to-day activities of the Instructional Office; coordinate assigned areas of responsibility with other departments and functional units within the division and the District.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
3. Plan and coordinate the approval process for locally-developed curriculum; assure compliance with local requirements before submitting for State approval; provide guidance and information to curricular schedules technicians with approval processes, class schedules and special projects; coordinate the Course Outline of Record maintenance and review process.
4. Monitor and control assigned budgets; inspect and resolve discrepancies in account balances with District printouts.
5. Oversee the maintenance of a calendar of events and scheduled use of campus facilities by outside organizations.
6. Plan, schedule, develop and present training and workshops to other department staff as needed.
7. Evaluate and direct the compilation of statistical data and reporting related to curricular matters.
8. Compose, prepare and distribute a variety of correspondence; prepare a variety of reports for the Vice President; direct office staff in, and participate in, the generation and maintenance of a variety of records and reports, including class schedules, college catalog, faculty loads, enrollment reports and requisitions.

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9. Provide responsible staff assistance to the Vice President.
10. Participate in shared governance through service on planning and/or operations committees and task forces.
11. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Interrelationship of class curriculum, calendars, schedules, registration and other instructional components.
- District-wide administrative methods and procedures.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Manage day-to-day operation of the instructional division.
- Coordinate assigned areas of responsibility with other departments and functional units.
- Research and perform a variety of special projects as assigned.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in education, business administration or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.