

DEAN OF COMMUNITY SERVICES

GENERAL STATEMENT:

General supervision and responsibility of the programs, classes, and training of the division of community services.

REPORTS TO:

Associate Vice President of Workforce Education

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a major field in education.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

At least five (5) years of experience in the following:
Program, staff and financial management;
Acquisition and management of grants and contracts
Teaching and/or adult training

OTHER:

Public relations skills; Computer literate

DUTIES AND RESPONSIBILITIES:

- Direct the division of community services.
- Direct non-credit classes, programs, and activities, including specific grants and contracts assigned to the division.
- Direct the marketing of division training and programs.
- Maintain a working relationship with business, industry, agencies, educational institutions, community groups, and individuals in need of training and divisions programs and services.
- Coordinate division activities, programs, and functions with other TVCC staff and administrators.
- Supervision of division professional paraprofessional, and support staff.
- Assure that rules and requirements of all associated regulatory agencies and groups are met in process and product in a timely manner as required.
- Direct the sub-contracting of training, activities, and program components of the division under the direction of TVCC administration.
- Encourage and adhere to college rules and regulations in all areas according to the policies and procedures set out by the Board of Trustees and outlined in the Policy Handbook.
- Oversee the financial management and budgeting processes for the division in coordination with the college business office and administration.
- Direct the tracking and reporting of data and information for division programs and components.
- Coordinate the use of classrooms and other building facilities for division usage with appropriate college administrators.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Must be able to travel as needed.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 5/15/12

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