

ASSOCIATE DEAN-COMMUNITY COLLEGE (DISTANCE LEARNING, LEARNING
RESOURCES, AND INSTRUCTIONAL TECHNOLOGIES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Vice-President and Dean of Academic Affairs, the incumbent administers and monitors the planning, coordination, development and implementation of strategies necessary to meet divisional goals in accordance with the established policies and procedures of Westchester Community College. The incumbent oversees the operations of the Library, Educational Learning Center, Instructional Media Services Distance Learning and the Center for Faculty. Responsibilities include establishing long and short-term fiscal and programmatic goals, participating in the recruitment, selection and evaluation of faculty and staff, developing operating procedures and qualitative standards, identifying Federal and State grant opportunities, implementing funding, and supervising the preparation of the division's budget and expenditures. The incumbent regularly interfaces with a variety of administrators, and representatives of interest and advisory groups to develop and maintain resources for effective program implementation. Supervision is exercised over department and program directors/chairpersons, faculty and staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees administrative and operative functions of the Instructional and Learning Resources division to ensure compliance with policies and procedures and the achievement of fiscal and programmatic goals;

Manages the administrative details of the division to ensure appropriate instructional assignments, and that effective and consistent record keeping and bookkeeping procedures are used;

Plans and coordinates the development and expansion of programs, and evaluates existing programs to ensure that goals and objectives are achieved;

Establishes long and short-term goals for the division, which are consistent with the College's objectives;

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

Motivates professional development of employees and makes recommendations for dismissal, tenure or promotion;

Supervises the preparation of the division's capital and operating budgets and monitors budget expenditures to ensure compliance with spending policies and procedures;

Recommends new courses or programs to the Vice-President of Academic Affairs and develops strategies for new enrollment in response to trends and interests;

Assists in the development of operating and teaching standards to outline and promote quality instruction and services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Identifies new state and federal funding opportunities and implements effective disbursement procedures to optimize cost controls;

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

Serves on and works with a variety of community, advisory and academic committees, participates in conferences, seminars and workshops to broaden awareness of educational opportunities, innovative instructional methods and specialized equipment and public interests and needs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate State and local laws, rules, regulations, agreements, policies, and procedures as they relate to the administration of education and training programs; thorough knowledge of the principles and techniques of administrative supervision and decision-making; thorough knowledge 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 efficiently and effectively manage; ability to communicate effectively orally and in writing; ability to evaluate the performance of personnel; ability to work cooperatively with related agencies, officials and personnel; leadership; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; 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 Department of Education as a post-secondary, degree-granting institution.