

EXECUTIVE OFFICER - WCC

DISTINGUISHING FEATURES OF THE CLASS: This is the second highest ranking position at Westchester Community College. The incumbent reports directly to the President - Westchester Community College, but is also responsible for adhering to the applicable laws and regulations for the State of New York, the County of Westchester, the State University of New York, the State Education Department, and the policies, procedures and regulations for the Board of Trustees for Westchester Community College and for the college itself. Specific areas of responsibility for planning and support services include data processing, institutional research and reporting, management systems, facilities planning, plant management, personnel administration and college community relations. Supervision is exercised over all personnel engaged in these activities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

When involved with:

DATA PROCESSING

Supervises all required data processing operations, including systems, operations and programming, whether internal or external to the campus;

Reviews all data processing contracts connected with campus operations;

Directs and supervises data processing operations on hardware based on campus, including all data handling, key punching, computer hardware maintenance and software implementation and maintenance;

Supervises development of data processing systems and programming of such systems, where possible, on the college's computer;

INSTITUTIONAL RESEARCH AND REPORTING

Conducts periodic studies and reviews of the utilization of physical space on campus;

Directs accumulation and storage of needed data relating to all areas of the college's operation;

Directs logging, distribution, execution and filing of external questionnaires;

Directs coordination of design, logging and filing of internally developed surveys and questionnaires;

Directs analysis of accumulated data for effective decision making;

Provides assistance and consultation for the proper design of educational research (institutional and administrative) carried on throughout the campus;

EXAMPLES OF WORK (Cont'd.):

MANAGEMENT SYSTEMS

Conducts design, development, organization and implementation of planning programs and management systems including forms (design and coordination), and coordinates such systems and the procedures for their implementation, with analysis and dissemination of results as appropriate;

FACILITIES MANAGEMENT

Directs coordination of facilities design for the college with all internal departments and external agents and agencies to ensure proper utilization of staff resources, and attainment of facilities which fit the college objectives;

Reviews plans, specifications, estimates and bids for new construction with architects, Public Works, SUNY Facilities Planning and Dormitory Authority.

PLANT MANAGEMENT

Directs the maintenance and operation of buildings, grounds and physical facilities of the college, including small alterations and improvements where necessary;

Directs security of the campus, including patrolling of grounds by the Parkway Police assigned to the college, guard service under contract, supervision and control of campus traffic and parking lots, and maintenance of orderly conditions during functions on campus which attract groups of students and/or community participants.

Directs the development of safety programs, including identification, communication and disposition of hazards;

Directs the administrative control of maintenance, service and repair of all institutionally-owned motor vehicles assigned to the college and assignment to the faculty and staff in accordance with an approved procedure;

PERSONNEL ADMINISTRATION

Directs the application of all Civil Service and County personnel policies;

Directs the recruitment, orientation, utilization, development, upgrading, evaluation, promotion and separation of all personnel at the college;

Directs organizational studies including grade and compensation analysis;

Directs internal work scheduling for non-academic personnel, in conjunction with the more immediate supervisors of such personnel;

EXAMPLES OF WORK (Cont'd.)

Directs the development and administration of procedures and records regarding recruiting, staff development, staff benefits and other personnel information.

Directs benefit counseling, including retirement, health insurance, and others as available;

Directs the preparation of all required contract negotiation and grievance procedure material and disposition of such under the direction of the President.

COLLEGE-COMMUNITY RELATIONS

Provides General Supervision over the college's internal and external programs of community relations;

Directs the coordination of the publication of all college printed documents;

Directs the personnel aspects of the campus mail service, and intra-campus communication system including telephone operators, mail clerks, and information personnel;

Directs the supervision of the physical aspects of the telephone, duplicating, and mail room facilities, processes, and systems;

Directs the maintenance of the college mailing and communication lists;

OTHER

Serves as a member of the Administrative Council, the Dean's Council, and other appropriate bodies;

Has general authority over the college during the absence of the President;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of higher education; thorough knowledge of educational administrative principals and procedures, good knowledge of the principals, practices and methods of program planning and instructions; ability to plan, arrange and coordinate the work of others; ability to deal with people; ability to communicate effectively, orally and in writing; initiative; resourcefulness, integrity; tact; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either: (a) a Master's Degree* in a specialized area of education including preparation in college administration and supervision, and (a) seven years experience in a college or university including three years in an instructional capacity and three in an administrative capacity; or (b) a Doctorate of Education* including preparation in college administration and supervision, and 5 years experience in a college or university, including three years in an administrative capacity or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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.

West. Co.
J.C.: Unclassified†
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Job Class Code: E0094
Job Group: XVII