

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	DIRECTOR OF WEBB CITY CENTER
Revised: 7/01/2016	Department	ACADEMIC AFFAIRS
Level: PROFESSIONAL	IPEDS	PROFESSIONAL
FLSA: EXEMPT	Reports to	VICE PRESIDENT OF ACADEMIC AFFAIRS

POSITION SUMMARY

The Director is responsible for directing and coordinating the successful operation of the Crowder College-Webb City Center, with oversight for personnel, classes, programs, facilities, budget, community relations, recruiting, admissions and advisement.

MAJOR FUNCTIONS

1. Serve as the chief administrative officer for the Webb City Center, supervising all daily operations.
2. Select, train, supervise, and evaluate Center staff.
3. Develop and manage the Center budget
4. Develop and manage class schedules
5. Oversee facilities management, including maintenance, space and equipment.
6. Coordinate efforts with outside agencies for partnerships in the community and other Crowder entities for use of the facility.
7. Manage curriculum as needed, in coordination with Division Chairs.
8. Respond appropriately and professionally to student concerns.
9. Represent the Center at all appropriate meetings on and off campus.
10. Work as part of the college's administrative team to advance the college and its mission.
11. Work with other Crowder administrators to balance policy and practices with the unique needs of the Webb City Center.
12. Collaborate with the Vice Presidents, the President and others to establish a vision for the Webb City Center.
13. Perform other related duties as required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. A Master's degree from a regionally accredited college or university required.
2. Two years related experience, preferably in an education setting
3. Teaching experience, especially in a community college setting, preferred
4. Demonstrated ability to manage budgets
5. Demonstrated ability to communicate effectively in both written and oral forms
6. Ability to manage personnel effectively
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.

- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 2-1 Ability to perform basic Jenzabar functions.
- 3-1 Ability to perform basic word processing using MS Word.
- 4-1 Ability to perform basic spreadsheet functions using MS Excel.

POSITIONS SUPERVISED

Faculty, Classified and Professional Staff of the Center

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time.
3. Travel to the Neosho campus and other Centers, as needed.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to effectively present information and respond to questions.