



Job Description

Job Title:	Director Administrative Services	Grade:	N
Department:	Cato and Merancas	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan, manage, direct and coordinate organization and provision of administrative services and activities associated with the assigned campus and the assigned geographic region. Responsibilities include coordinating bookstore, copiers, financial services, food service, grounds, housekeeping, information technology, and plant services at the assigned campus.

Characteristic Duties and Responsibilities:

1. Monitors administrative services and activities.
2. Coordinates assigned activities with Technology Support, Mail Courier, Printing, Housekeeping, Bookstore, Food Services, Maintenance, and other appropriate divisions and departments to ensure efficient functioning.
3. Provides staff supervision and direction for designated staff.
4. Reports to assigned administrator on all activities, represents the campus on the Administrative Services Council, and coordinates assigned campus programs/resources with Administrative Services Managers.
5. Evaluates job performances.
6. Recommends and assists in the implementation of goals and objectives for the assigned campus.
7. Develops and manages Administrative Services budgets for assigned campus.
8. Develops plans for recommended equipment budgets. Coordinates acquisition of material resources; orders books, teaching aids, office supplies and schedules the use of the facilities.
9. Plans and participates in staff development.
10. Identifies, develops, markets, and coordinates Administrative Services support activities and services with academic programs.
11. Interviews and recommends selections for new hires. Establish schedules and methods for Administrative Services support services to the community; implement policies and procedures.
12. Participates in campus and college committees and task forces. Attends professional conferences.
13. Provides and refers academic advice to prospective, new and continuing students, respond to inquires regarding financial aid, bookstore, maintenance, housekeeping, food services, technology support, mail services.
14. Performs other duties as assigned.



Job Description

Job Title:	Director Administrative Services	Grade:	N
Department:	Cato and Merancas	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received: Reports to Associate Vice President or Executive Director
Direction Given: Direct supervision for first-line supervisors or coordinators and administrative support staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business Administration or a closely related field; four years experience involving the delivery of administrative services support services

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and understanding of CPCC policies and procedures
Oral and written communication skills
Demonstrate ability to work in a team

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse