

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Administrative Services	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Business Office	<b>REPORTS TO:</b>	Vice President of Fiscal Services
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**Position summary:** Under indirect supervision, directs the institution's human resources programs at all locations in the areas of recruitment, employment, benefits, compensation, classification, performance management, labor relations, training, and organizational development. Also responsible for Campus Police and Maintenance Departments.

**Position responsibilities:**

- Directs recruitment and selection of employees at all locations; develops and maintains positive applicant relations and provides technical guidance to hiring committees.
- Oversees the development and implementation of orientation programs for employees.
- Directs and coordinates training and organizational development programs that address personal, professional, and organizational needs of employees and departments.
- Coordinates with the Vice President of Fiscal Services on staff wage and salary programs; ensures regulatory compliance and competitive salary levels necessary to attract and retain qualified staff.
- Serves as benefits coordinator in directing the administration of insurance, retirement, and other benefits programs.
- Coordinates grievance and performance management programs designed to minimize and mediate workplace disputes, and to foster a positive and productive work environment.
- Ensures open communications with faculty and staff.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates staff.
- Recommends and participates in the development of policies and procedures; may serve on institution's planning and policy-making committees.
- Serves as the institution's payroll coordinator overseeing payroll processing and time off reporting.
- Serves as the institution's Title IX Coordinator, responsible for helping to ensure compliance with all aspects of Title IX, and a complaint procedure so that a student can safely bring these issues to the institution's attention.
- Serves as the institution's Title VII Coordinator, responsible for processing complaints of discrimination in accordance with established policies and procedures and in a timely manner.
- Serves as the institution's ADA Coordinator, primary contact person for ADA-related issues and may also be able to provide information on ADA-related issues to employees and local community.
- Serves as the institution's EEOC Coordinator, coordinating functions in cooperation with equal opportunity programs in order to achieve the institution's diversity goals.
- Serves as the institution's Safety Coordinator, coordinates safety training and handles investigations of safety issues including accidents as well as concerns.
- Directs and oversees the Campus Police department, insuring the security of the college campus, its facilities, employees and students.
- Directs and oversees the Maintenance Supervisor in the daily operations and maintenance of college facilities.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree with 3 to 5 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of federal and state employment laws and regulations, and public sector employment policies and procedures.
- Knowledge of organizational development theory and practices.
- Ability to interpret and advise on the application of EEO/AA laws and regulations to public sector faculty/staff hiring processes.
- Ability to foster a cooperative work environment.

- Knowledge of computerized information systems used in human resources applications.
- Knowledge of faculty and/or staff hiring procedures.
- Ability to analyze problems and develop creative solutions to complex human resource issues.
- Knowledge of financial/business analysis techniques.
- Skill in developing and implementing salary administration plans and programs.
- Ability to analyze and assess training and development needs.
- Skill in budget preparation and fiscal management.
- Skill in evaluation of benefit programs.
- Skill in payroll processing and related programs.
- Knowledge in civil rights compliance and issues relating to Title IX issues.
- Employee development and performance management skills.
- Skill developing performance management systems.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge of alternative dispute resolution processes.
- Skill in developing and conducting employee information/orientation sessions.
- Knowledge of contemporary principles of human resource management and public personnel practices.
- Knowledge of federal and state laws and regulations.
- Knowledge of federal and state wage and salary laws and regulations.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.