

TEXAS STATE TECHNICAL COLLEGE JOB DESCRIPTION

Title: Director of Special Projects
Reports To: Associate Vice President
Position Code: DSPR
Department: Economic & Workforce Development
EEO Type: PR

Effective Date: 9-29-82
Revision Date: 01-30-04
Pay Grade: G
FLSA: Exempt
ORP Elig: Y

A. General Description:

The Director of Special Projects is a line position that assures quality, cost effective special projects are offered. The position is primarily charged with special projects such as WIA, HEP, CAMP and other special instructional programs and contracts.

B. Duties and Responsibilities:

a. Essential Functions

Develops and implements a management by objectives program for the area of special projects.

Organizes, supervises and coordinates all special instructional activities for contracts, short courses, seminars, and certain contract training.

Contacts appropriate industry and agencies for promotion of special projects.

Develops proposals, curriculum, and approves request for special projects.

Monitors the expenditures of funds budgeted for all special projects services.

Secures instructors and initiates employment documents for special projects; arranges schedules, classrooms, close-out procedures, and security for courses.

Supervises and participates in registration of special projects classes.

Initiates classes for various programs.

Prepares operating budget for special projects.

Acquires data and prepares internal and external reports pertaining to special projects.

Directly assist the Associate Vice President in the development, promotion, scheduling and direction of special projects both on campus and off campus.

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Deskwork; occasional field trips for college and program activities. Insignificant effort other than normal movement. Minimal hazard/exposure: Standard office setting. At least minimal environment controls to assure health and comfort.

D. Required Qualifications:

Thorough knowledge of principles and practices of scientific research in the area of concern; of state and federal laws pertaining to project area; and of the structures and functions of agency organization.

Considerable knowledge of community resources and interrelationships and current trends in intergovernmental aspects of project application.

Ability to plan and supervise projects; to analyze and evaluate conditions; to establish and maintain effective working relationships with staff members and field workers; to assume and carry continuing responsibilities; to deal tactfully with the public; to express ideas clearly and concisely; and to address audiences effectively.

E. Minimum Requirements of Education and Experience:

Bachelor's degree with three to five years experience gained through mastery of techniques and practices related to dealing with business and industries, and the general public.

Two years successful work experience in a vocational technical administrative area.

Approved _____
Supervisor