

# Job Description

Position Title: Academic Director for the Center for Transportation and Logistics

Job Family: Workforce Development

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

## Position Summary:

The Academic Director for the Center for Transportation and Logistics will be responsible for leading and directing strategic planning, administration, and coordination of the College's credit and noncredit programming for all Transportation and Logistics Programs, which includes Truck Driver training, Bus Driver Training, Autonomous Vehicle and Operations Specialists, and community transportation noncredit programs. The Director ensures excellence in all aspects of the in all aspects of the operation of the programs; and directing and leading special projects and initiatives assigned by the programs' dean.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities of the department including planning, development, implementation and administration of complex programs and projects, to include the varied credit and noncredit programs with the Center.
2. Directs and supervises employee's workload, priorities, and training. Facilitates communication among different work shifts and disseminates information to employees. Conducts staff evaluations and hires, terminates and makes disciplinary recommendations.
3. Oversees and manages the development and administration of teaching and learning, professional development and training curriculum and process improvement for credit, noncredit, and dual enrollment ensuring programs meet College and regulation standards.
4. Develops, implements, and monitors Center's budget. Creates strategies for generating revenue among different funding models, proposals and implementation of capital purchases and leases as a result of facilitating strategic planning amount employees.
5. Develops programs and projects in accordance with industry needs and emerging industries including administering selection and implementation of contracts and agreements.
6. Oversees and manages state accreditations and proposed legislation for each program. Provides appropriate communications to inform leadership.
7. Monitors and maintains internal and external public relations and marketing. Represents College and fields inquiries at internal and external activities at local, state, and national levels, including public policy initiatives.

8. Makes data driven decisions based on community needs assessments to design Center for Transportation and Logistics. Develops curriculum and career roadmaps for course development to ensure curriculum relevancy and quality.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of regulatory compliance principles and practices
- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. Has responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
- Master's degree in a closely related field of study preferred.
- Five (5) to eight (8) years of related experience required.
- Eight plus (8+) years of related experience preferred.
- Three (3+) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work