

GENERAL DUTIES AND RESPONSIBILITIES OF ADMINISTRATORS

The specific duties and responsibilities of authorized administrative positions are stated in the following sections of this chapter. All administrators have duties and responsibilities in common. The general duties and responsibilities of each administrator are:

1. To plan, organize, and administer the activities of his/her department office, or division efficiently.
2. To keep informed of new developments relating to his/her function and to maintain a creative and experimental attitude toward change, in order to improve continuously the operation of his/her unit.
3. To recommend the organizational structure and staffing complement of his/her unit.
4. To recommend the selection of personnel for his/her unit.
5. To establish and maintain in his/her unit a climate which encourages the development of personnel, the retention of competent personnel, and a high level of morale.
6. To maintain his/her reporting relationship to his/her immediate supervisor, keeping him/her informed of activities of the unit, apprising him/her particularly of major or unusual developments, and seeking his/her advice and counsel.
7. To promote an integrated effort in the administration of the College by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
8. To maintain effective relations with faculty, students, the community, and other educational institutions and to interpret College policies and programs accurately and constructively.
9. To recommend the budget for his/her department, office, or division and, within limitations established by the Board or President, to administer his/her budget.
10. To serve on committees and councils as directed by Board policies and procedures or by his/her immediate supervisor or the President.
11. To attend professional meetings as directed by his/her immediate supervisor.
12. To perform any other duties assigned or delegated by his/her immediate supervisor.

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