

Job Description

Position Title: ABECC Manager

Job Family: Academic Affairs

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 07

Position Summary:

The ABECC Manager performs management level duties for complex educational, multifaceted programs comprising multiple functions and projects. Administers, supervises and manages educational, operational, and contractual services for the Adult Basic Education for College & Career (ABECC) Division. Provides leadership to staff in the functions and activities of the Division. Interprets policies and procedures, analyzes data, and produces reports. Serves as representative on committees, task forces, and working groups.

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. Plans, develops, implements, and administers programs and projects. Develops action plans and evaluates program goals, plans, operations, and funding needs.
2. Administers grants and monitors grant budgets. Analyzes, interprets, and applies local, state, and federal laws regarding grants.
3. Supervises employees; prioritizes and assigns work. Conducts performance evaluations and ensures staff training. Makes hiring, termination, and disciplinary recommendations.
4. Develops, implements, and evaluates strategic program objectives, policies, and procedures; interprets and applies policies and procedures. Conducts research, compiles and analyzes program results, and prepares reports and recommendations.
5. Coordinates with departments division and college-wide to interpret and address federal regulations, college policies, and program needs.
6. Serves on committees and work groups to assist in planning and operational development as related to Adult Education. Provides recommendations and insight to assist in reaching goals and objectives.
7. Develops and maintains internal and external contracts; develops strategies and coordinates efforts to ensure program success and client satisfaction.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge of business management and fiscal practices.

3. Knowledge of internal and external customer service principles and practices.
4. Knowledge of managerial and supervisory skills.
5. Knowledge of principles and methods for promoting programs and services.
6. Knowledge of advising and counseling procedures and practices.
7. Knowledge and application of various instructional methodologies.
8. Skill in analyzing data and drawing conclusions.
9. Skill in independent decision making.
10. Skill in problem solving.
11. Skill in people leadership and supervision.
12. Skill in organization, coordination and management.
13. Skill in program development and process improvement.
14. Skill in positive, productive, and flexible customer service.
15. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills.
16. 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. May have 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.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

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

- Bachelor's degree in Education or a closely related field of study required.
- Master's degree in a closely related field of study preferred.
- Three (3) to five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to 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 an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of 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:

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