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| CHAPTER 2 | SECTION NO. |
| College Personnel - Administrators | 2.01 |
| REFERENCE | <i>Adopted: October 12, 2010</i> |
| 2.01.01 Administrators Duties and Responsibilities | <i>Reviewed: September 14, 2010</i> |
| | <i>Revised:</i> |

The specific duties and responsibilities of each Administrator will be defined in their respective job descriptions. Administrators are generally expected to:

1. Keep informed of new developments relating to his/her function and to maintain a creative and experimental attitude toward change
2. Maintain effective relations with College personnel, students, community agencies and with other educational institutions;
3. Contribute and respond to public relations opportunities which enhance and convey a positive image of the College
4. Plan, organize, and administer the efficient operation of their areas of responsibility efficiently in accordance with Board policies, administrative procedures, and regulations
5. Recommend a budget for the unit and, within the limitations thereof, administer that budget
6. Recommend the organizational structure and staffing of the unit
7. Recommend the selection of personnel of the unit
8. Provide supervision of the unit which assures compliance with College policies and procedures;
9. Assure competent, fair, and consistent evaluation of programs, services and/or personnel within the unit
10. Establish and maintain in the unit a climate that encourages the development of personnel, the retention of competent personnel, and a high level of morale
11. Prepare governmental reports and records as required and cooperate with governmental agencies in performance of duties
12. Demonstrate initiative and good judgment within the limits of their authority
13. Perform other duties and responsibilities as assigned or delegated by the President