



Position Title:	Department Chairperson		
Reports To:	Director		
Department:	Computer Information Systems and Business	Job Code:	0162CT
Prepared By/Date:	Lenore Rodicio/11-15-2010	Job Group:	PEC
Approved By/Date:	Lenore Rodicio/11-15-2010	Salary Grade:	18
Revised:	Jennifer C. Brito/11-18-2010	FLSA Status:	Exempt

Summary:

The Department Chairperson provides academic leadership to the Business and Computer Information Systems Department and serves as an integral member of the College and Campus administrative team. This individual facilitates learning, quality teaching, scholarships and services. The Department Chairperson also provides support and advice in the collective bargaining process, and ensures adherence to relevant areas of any collective bargaining agreement.

Essential Duties and Responsibilities:

- Supervises the development and/or revision of curricula, and implements instructional programs
- Develops course schedules and faculty assignments
- Hires, supervises, evaluates personnel
- Prepares and maintains departmental budgets
- Manages labs, equipment, and other departmental resources
- Ensures the effective implementation of the faculty advancement processes
- Provides program information and ensures the availability of advisement services for students
- Serves on Campus and College-wide committees
- Participates in the development and implementation of College policies, procedures, and guidelines
- Resolves issues and problems that may arise with faculty, staff, and students
- Provides training opportunities for employees
- Performs other related duties as required.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques and formats.
- Knowledge of the requirements of accreditation agencies.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in budget preparation and management.
- Skill in computer applications.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Computer Science or Business, or Master's degree with eighteen (18) graduate credits in Computer Science or Business and a minimum of five (5) years of relevant work experience
- Posses excellent written and oral communication skills
- Possess exceptional organizational and interpersonal skills

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name