



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **SITE SUPERVISOR – NEEDLES CENTER**

### **NATURE OF THE POSITION**

Under the direction of the Dean of the Needles Center or designee, the Site Supervisor plans, organizes, coordinates, and implements the day-to-day operations and activities of the District's Needles Center. Serves as a liaison to Palo Verde College Main Campus, provides information to visitors, directs marketing strategy, provides training, technical assistance, and site supervision to meet Center needs. The Site Supervisor coordinates assigned activities with other departments and outside agencies; aids in promoting a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services in accordance with the vision, mission, and values of the Palo Verde Community College District.

### **DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, coordinates, and implements the operations and activities of the District's Needles Center; ensures Center activities comply with established guidelines, standards, requirements, policies, and procedures.
2. Coordinates and secures resources and communications to ensure smooth and efficient activities; resolves issues and conflicts in an appropriate and timely manner; Act as Liaison with community agencies, schools, special programs and interest groups affecting programs and services offered to Needles Center students.
3. Provides technical assistance regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
4. Act as Liaison with community agencies, schools, special programs and interest groups affecting programs and services offered to Needles Center students.
5. Facilitates students' matriculation process, financial aid, and other possible eligible student support services.
6. Provides leadership, trains, supervises, and evaluates the performance of assigned personnel; assigns duties and reviews work to ensure compliance with established standards.
7. Maintains effective communications with other District offices, personnel, students, and the public; greets visitors to the office; provides routine information and directs visitors to appropriate individuals; sorts incoming mail; receives questions and complaints; refers situation to appropriate individual
8. Gathers, researches, and compiles complex statistical information for budget preparation and for preparation of narrative reports.
9. Develops preliminary budget for the Needles Center, maintains fiscal responsibility; analyzes and reviews budget data.
10. Keeps official records, collects data and submits records as required by District policy and administrative procedures.

11. Conducts front office oversight and workflow, scheduling events, ensuring and observing streamlined staff interaction with students, providing resources for students, and providing feedback and consultation to the Dean.
12. Assists in developing training plans for staff members
13. Maintains knowledge of relevant and current State, federal, and district policies and regulations, and assures that site operations and personnel are in compliance with funding guidelines.
14. Collaborates with the Dean of the Needles Center and Assistant/Superintendent Vice President of Instruction and Student Services to plan and implement long and short term programs and activities designed to develop assigned programs and services.
15. Provides complex support to the Dean of the Needles Center to improve efficient and effectiveness of services provided.
16. Participates in local, state, and regional activities and outreach events to promote and support the Needles Center.
17. Works with Institutional Research to analyze and implement tools to evaluate the effectiveness of Needles Center services.
18. Serves as the liaison between Deans, Counselors, faculty, and educational advisors in enhancing the retention of target students.
19. Coordinates specialized projects as assigned.
20. Accurately interprets, explains, and implements compliance with all District, State, and Federal standards, requirements, laws, codes, rules, regulations and policies.
21. Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
22. Attends, schedules, and conducts a variety of meetings as assigned; plans and coordinates special events and ceremonies.
23. Creates a welcoming and inclusive work and educational environment; implements, supports initiates and participates in activities to increase diversity and equity and promotes a. culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
24. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of the operations and activities of the District's Needles Center.
2. Policies and objectives of assigned programs and activities.
3. Record keeping and report preparation techniques.
4. Oral and written communication skills.
5. Principles and practices of supervision and training.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and assigned software.
8. Strong planning, problem solving, and organizational skills
9. Principles and practices of budget development and administration.
10. Leadership and management techniques and practices.
11. Public speaking techniques.
12. Applicable computer operation assigned software and data entry devices.

#### ABILITY TO:

1. Plan, organize, coordinate and implement the operations and activities of the District's Needles Center.
2. Train, supervise and evaluate the performance of assigned personnel.
3. Coordinate and conduct personnel training and personnel development activities for Needles Center personnel.
4. Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
5. Analyze situations accurately and adopt an effective course of action.
6. Establish and maintain cooperative and effective working relationships with others.
7. Meet schedules and timelines.
8. Plan and organize work.
9. Function under tight timelines, successfully completing projects in a detailed manner
10. Operate a computer and assigned software.
11. Prepare and maintain various records and reports related to assigned activities.
12. Communicate clearly and effectively both orally and in writing.

#### **MINIMUM QUALIFICATIONS**

1. Associate's degree from an accredited college or university or equivalent.
2. Two (2) years of related work experience.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

#### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Hold and maintain a valid driver's license.

#### **PREFERRED QUALIFICATIONS**

1. Bachelors' degree from an accredited college or university.
2. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of the student success and assessment operations of the District.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office and childcare environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

#### **CLASSIFICATION/SALARY**

1. This is a Management position.
2. Row 1 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*