

	Columbia Gorge Community College Human Resources Definitions	Approved: 02/05/2010	Revised:
		Management Classifications	

COLLEGE PRESIDENT

The President plans, organizes, and directs the overall administrative and academic activities and operations of the College; advises and assists the College Board of Education; and represents the interests of the College with other levels and agencies of government, educational entities, businesses, and the community at large.

The President receives policy direction from the College Board of Education and exercises direct or indirect supervision over all College personnel.

CHIEF

A Chief plans, oversees, organizes, and directs one of the College's six major departments:

- Business Office
- Facilities Services/Human Resources/Strategic Planning
- Information Technology Services
- Instructional Services
- Resource Development
- Student Services

The Chief ensures that assigned functions fulfill federal, state, and College goals and objectives and meet the needs of the student population through periodic evaluation of functions and a program of performance appraisal. The Chief provides highly complex and responsible staff assistance to the College President and Board of Education. He/she receives general administrative direction from the College President and exercises direct supervision over managerial, professional, technical, and clerical staff. The Chief plans and manages the operational and budgetary activities of a group, coordinates assigned activities with other groups, departments, and outside agencies and provides highly responsible and complex administrative support to the President.

DIRECTOR

A director assumes significant management responsibility for the major function or educational program of study comprising a department. He/she assumes responsibility for program development, management, and evaluation; development and implementation of goals, objectives, policies, and priorities; and the preparation and administration of a program budget. A Director assumes significant responsibility for a variety of personnel activities including

performance appraisals, training, selections, and disciplinary actions, and exercises direct supervision over personnel within the department

SUPERVISOR/COORDINATOR/MANAGER

A supervisor/coordinator/manager has overall responsibility for a work unit within a department/division or group. He/she plans, assigns, directs, and reviews the work of subordinates in the assigned academic support office or instruction-related program. The supervisor/coordinator/manager assists in program development and management, budget development and administration, and assumes responsibility for effectively recommending a variety of personnel actions in such areas as performance appraisal, training, selection, transfers, and disciplinary measures. He/she performs difficult and complex work.

A supervisor/manager plans, organizes, and supervises the activities of an assigned institutional support office, receives direction from a director or chief, and exercises direct and indirect supervision of staff.

A coordinator plans, organizes, and supervises the activities of an assigned instructional or education support program, receives direction from a director or chief, and exercises direct and indirect supervision of staff.