



CAMPUS SUPERVISOR

SALARY GRADE: [C4-57](#)

DEFINITION:

Under the direction of the Associate Dean of Middlefield campus, the Campus Supervisor is directly responsible for the office management and supervision of the Middlefield Campus, with a minimum of direct supervision. Responsible for supervising and monitoring several programs; developing and coordinating services; and providing support for new projects as assigned. May be assigned to the day or evening shift, and is responsible for the direct supervision of classified staff during that shift.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
2. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
3. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
4. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
5. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
6. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
7. Coordinate all press releases, advertising information and quarterly schedule information with PIO office.
8. Develop and coordinate a variety of services and programs assigned by the Dean.
9. Assure smooth operation of Middlefield administrative services; resolve operational problems that occur in the absence of the Dean.
10. Assist faculty, staff, and students with problem resolutions.
11. Monitor budget assigned to position (i.e. Middlefield, NASA/Ames, Moffett Field, part-time employee payroll, special projects).

Specific to Day Program Coordinator

1. Coordinate and monitor off-campus leases, rentals and/or corporate facilities; interface with property managers in regard to facility usage, maintenance, and development of long-term leases.
2. Monitor faculty contracts, memos, parking stickers, and mail.

3. Secure substitute instructors and processes necessary forms and records for instructor absences.
4. Coordinate deliveries, work projects, and maintenance projects with District Plant and Material Services.

Specific to Evening Program Coordinator

1. Develop schedule for all off-campus classes and coordinate rooms and facilities with Day Coordinator.
2. Collect and prepare statistical information for main campus Administrative Service and Registrar.
3. Develop, maintain, and update off-campus Master Schedule.
4. Interface effectively with on-campus faculty, Deans, and staff, to develop and coordinate off-campus courses.
5. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. District policies, rules, regulations, and practices.
2. Office management, including computer usages, filing systems, program planning, and development.
3. Principles and practices of supervision and training.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Apply laws and regulations as they relate to the programs and services of the campus.
3. Effectively supervise and direct the work of subordinate employees, and integrate staff activities into a team approach.
4. Establish and maintain cooperative working relationships with campus administration, faculty, and off-campus organizations.
5. Prepare concise reports; speak and write effectively.
6. Analyze situations and make decisions in procedural matters without supervision.
7. Work under pressure and meet deadlines.

Education and Experience

Any combination equivalent to:

1. Associate's degree.
2. Three (3) years experience in business, industry, or education in an increasingly responsible position, requiring frequent public contact and the exercise of independent judgment, one year of which must have been in a supervisory capacity.

Preferred Qualifications:

1. Bachelor's degree.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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