

GREAT PLAINS

Technology Center

Job title	<i>Director of Business and Industry Services</i>
Reports to	<i>Deputy Superintendent</i>

Job purpose

The Director of Business and Industry is responsible for direct administrative supervision and success of programs, staff, clients and facilities comprising the Business and Industry (BIS) Department.

Duties and responsibilities

- Direct, oversee and provide guidance for all BIS programs
- Oversee use of school facilities and other campus support services
- Formulate training policies, programs, contracts, schedules and training grants
- Supervise and evaluate staff and faculty including adjunct instructors
- Select appropriate operational and instructional procedures and methods
- Oversee maintenance of student and client records and reports
- Conduct training and business support needs analysis of prospective and existing employers
- Maintain ongoing relationships with businesses, industries and government agencies
- Monitor and support advisory boards
- Prepare reports as required by the Deputy Superintendent
- Approve leave, develop and monitor budget(s), recruit, interview and present faculty and staff employment recommendations to the Deputy Superintendent
- Perform other duties as assigned by the Superintendent

Qualifications

- Bachelor's degree
- Substantial experience working in business and industry
- Possess intermediate computer skills

Working conditions

The Director of Business and Industry Services typically works in an office environment, but the mission of the school may require work in other workplaces. A standard workweek is required, but additionally may often require evening and weekend hours to accommodate activities such as Board meetings and representation of Great Plains at public events.

Direct reports

- Coordinator, Customized Training
- Coordinator, Business Development Center
- Coordinator, Small Business Management
- Coordinator, Bid Assistance
- Coordinator, Agri-Business Management
- Coordinator, Safety Training
- Business and Industry Office Manager
- Bid Assistance / Business and Industry Secretary
- Customized Training Secretary
- Customized Training Courseware Production Specialist

Approved by:	<i>Clarence Fortney</i>
Date approved:	<i>February 2, 2018</i>
Reviewed:	<i>Karen Bailey</i>