

North Country Community College Association, Inc.
Saranac Lake, New York

Title: Executive Director
Department: NCCC Association, Inc. (NCCCA, Inc.)
Supervisor: NCCCA, Inc. Board of Directors; dotted line NCCCA Inc. Personnel Committee
Direct Reports: Residence Life & Housing; Food Service Manager; Bookkeeper; Textbook Manager; College Store Staff

Scope of Responsibility: Full time 12-month position; chief administrative officer of the North Country Community College Association, Inc. responsible for College Bookstores (Saranac Lake Campus & Malone Campus), food service operations, residence hall management (Saranac Lake Campus), and contracted/outsourcing services on all three campuses, including vending services. The individual reports to the Association Board of Directors with the annual evaluation performed by the Board of Directors executive team. Day-to-day supervision is provided by the NCCCA, Inc. Personnel Committee and/or designee.

Essential Functions:

- Provide collaborative leadership of NCCCA, Inc. including aligning Association operations with the College's needs, and the Association's planning with College's strategic and long-range planning.
- Supervise Bookkeeper; Food Service Manager; Textbook Manager; College Store Staff; Residence Life professional.
- Responsible for all Residence Hall operations including marketing, budget development, fiscal oversight, summer conferencing, contracted service agreements, and emergency availability as needed.
- Oversee general ledger, journal entries, accounts payable, accounts receivable, payroll operations, departmental budgets, annual audit and monthly financial statements.
- Secure, administer, and execute all contracts for third-party contracted services (e.g. campus vending, dining services/meal plans, etc.).
- Responsible for monthly operational and financial reporting at Board of Director meetings, including timely dissemination of Board packets.
- Oversee contract with college (renew every three years).
- Recommend and implement capital equipment/investment programs and investment portfolio aligned with the College's capital planning process.
- Responsible for NCCCA, Inc. human resources functions including, but not limited to, employee relations, onboarding, offboarding, benefits, retirement programs, employee handbook, personnel policies, employee evaluations, staff training and staff development.
- Regularly review and implement all operating policies including College policies as applicable. Recommend establishment/modification of policies to NCCCA, Inc Board of Directors where gaps are identified.

Other Duties:

- Participation appropriate professional affiliations including College Senate and Board of Trustees meetings.
- Compliance with all federal and state laws, with particular attention to tax exempt status for not-for-profit entities.
- A flexible work schedule for occasional evenings and weekends.
- Perform other duties as assigned by the Board of Directors.

Qualifications:

Required:

- Bachelor's Degree required.
- Three years of administrative/supervisory experience.
- Ability to lead diverse groups of individuals and work in a dynamic environment.
- Strong interpersonal, computer, communication and analytical skills.

Preferred:

- Master's Degree preferred in Business Administration, Accounting, or Management.
- Prior experience in higher education, not-for-profit organizations, and/or hospitality.
- Demonstrated experience with Quickbooks Online, DocuSign, and website content management.

To Apply:

- Submit cover letter, resume, and three references to
 - NCCCA, Inc
Board of Directors President
c/o Human Resources Dept
23 Santanoni Avenue
Saranac Lake, NY 12983
 - Or to tara.smith@nccc.edu
- Applications will be accepted until Friday, June 26th, 2026, and reviewed on a rolling basis.
- Anticipated start date: No later than August 1st, 2026.

Salary Information:

Salary range is \$70,000-\$80,000/year and is based on experience.

College Non-Discrimination Statement:

North Country Community College does not discriminate. We embrace and encourage the celebration of differences and affirm the rights of individuals guaranteed by state and federal laws and the U.S. Constitution. We reject all manifestations of discrimination or harassment on the basis of race, color, national origin, religion, creed, age, disability, self-identified sex, gender identity or expression, status of being transgender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, carrier status, military or U.S. veteran status, domestic violence victim status, prior criminal conviction, socioeconomic status, or any other differences among people which have been excuses for misunderstandings, divisiveness, or hatred. When such rights are infringed upon by violence, threats, or unlawful harassment, the College will follow due process and use every necessary resource to decisively identify perpetrators for administrative action, civil action, and/or criminal prosecution.