

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

Title: Executive Director

Department: NCCC Association, Inc.

Supervisor: NCCCA, Inc. Board of Directors; dotted line to Vice President of Administration

Direct Reports: Associate Director of Residence Life & Housing; Bookkeeper/Controller; Textbook Manager; College Store Staff

Salary Grade: Commensurate with experience

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/out sourcing services on all three campuses, including vending services.

Essential Functions:

- ❖ Provide collaborative leadership of NCCCA, Inc long range planning
- ❖ Responsible for reporting at monthly Board of Director meetings, including timely dissemination of Board packets
- ❖ Oversee general ledger, journal entries, accounts payable, accounts receivable, payroll operations, departmental budgets, annual audit and monthly financial statements
- ❖ Recruit, hire and supervise Associate Director of Residence Life & Housing; Bookkeeper/Controller; Textbook Manager; College Store Staff
- ❖ Secure, administer, and execute all contracts for third-party contracted services (eg. campus vending, dining services/meal plans, etc.)
- ❖ Responsible for all Residence Hall operations including marketing, budget development; fiscal oversight, summer conferencing, contracted service agreements, and emergency availability as needed.
- ❖ Oversee contract with college (renew every three years)
- ❖ Recommend and implement capital equipment/investment programs, investment portfolio
- ❖ Recommend and oversee all personnel policies, employee evaluations, and staff trainings
- ❖ Oversee NCCCA, Inc. employee benefits and retirement programs
- ❖ Recommend and implement all operating policies
- ❖ Reports to the board of directors with annual evaluations performed by the Board of Directors executive team; day-to-day supervision from vice president of administration and or designee

Other Duties:

- ❖ Performs other duties as assigned by the Board of Directors
- ❖ Membership and participation in college auxiliary and college athletic and other appropriate professional affiliations
- ❖ Compliance with all federal and state laws, with particular attention to tax exemption, not-for-profit
- ❖ A flexible work schedule for occasional evenings and weekends

Qualifications:

Required:

- ❖ Bachelor's Degree required
- ❖ Five 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:

- ❖ Prior administrative experience in higher education or not-for-profit organizations

TO APPLY:

Submit cover letter and resume to Board of Directors President, Kim Irland at kirland@nccc.edu

Applications will be reviewed on a rolling basis.

Anticipated start date: October 2019