

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 303.6

Title Administrative Operation

Administrator Duties

Administrators shall be hired by the Board to assist the President in the day-to-day operations of the College.

Duties of the administrators may include, but not be limited to, the following:

- Cooperate in the general organization and plan of procedure for the College;
- Maintain the necessary records for carrying out delegated duties;
- Provide advice and counsel to the President in rating, recommending, and selecting supervised employees;
- Work with the President in determining the educational programming and other services of the College to be offered;
- Ensure that proper care is taken of all College supplies, materials, equipment, furniture, and facilities;
- Cause supervised employees to make a complete annual inventory of all College property. This inventory shall be reviewed and filed with the chief financial officer or his/her designee.
- Make such reports from time to time as the President and/or Board may require;
- Maintain the regular College schedule and make no temporary changes in the schedule without the consent of the President;
- Contribute to the formation and implementation of general policies and procedures of the College;
- Perform such other duties as may be assigned by the President.

This list of duties shall not act to limit the Board's authority and responsibility over the position of the administrators. In executing these duties and others the Board may delegate, the administrators shall consider the College's financial condition as well as the needs of the students and the citizens of Merged Area XII.

Date of adoption 1/8/96

Legal Reference: (Code of Iowa)

Date of last revision 1/8/96

260C.14; 279.8

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Related Administrative Procedures and Cross References _____