

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: MANAGER, COSMETOLOGY AND BARBERING OPERATIONS**

**L210.300**

**BASIC FUNCTION:** Under the direction of an assigned administrator, ensures effective and responsible daily operations of the Cosmetology and Barbering programs and facility. Assists the assigned administrator in carrying out the annual business plan, ensuring work quality and adherence to established program policies and procedures. This position requires the ability to utilize independent judgment in the interpretation and application of District policies and procedures; budgetary responsibilities are required. Performs related work as required.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Effectively manages Cosmetology and Barbering operations; coordinates communications; initiates and processes work orders and purchase orders; monitors and maintains computer databases and office filing systems; performs administrative tasks to relieve the assigned administrator of routine administrative details; ensures effective and efficient operations by developing organizational, operational and comprehensive plans and operating procedures; identifies opportunities for optimizing resources and recommends and implements changes that enhance efficiency; provides ongoing budget oversight and maintenance and monitors budget expenditures along with other supplemental allocations to assist the assigned administrator with development of the departmental annual budget.
- \*2. Acts as key contact and remains current on all Cosmetology and Barbering issues, operations, complaints, situations and conditions of special interest and/or activities; exercises the use of independent judgment concerning matters requiring the attention of the assigned administrator to assure timely action; resolves problems and/or concerns, makes decisions and provides solutions.
- \*3. Monitors student traffic and activities and works with Admissions and Records, Financial Aid, Counseling, Assessment and other student services departmental administrators to ensure information accuracy in order to accurately meet the service level needs for Cosmetology and Barbering; develops associated schedules, assembles information and processes data according to established timelines; Collects, posts and deposits various fees; reconciles deposits with reports; maintains expense records and sets up and maintains patron accounts.
- \*4. Obtains information and coordinates required activities between the Administrator and staff, students, the general public and community members. Assists with marketing and promoting Cosmetology and Barbering program and supports program outreach efforts.
- \*5. Performs a variety of duties in support of functions delegated to Cosmetology and Barbering; interprets and applies federal, state and District rules and regulations as appropriate.
- \*6. Utilizes computers to perform advanced-level document production including the complex formatting of documents and charts; establishes and maintains databases and spreadsheets; assembles files and duplicates materials; composes and prepares office correspondence, materials, reports, forms, brochures, spreadsheets, graphs, tables, presentations, handbooks, calendars, manuals and other departmental documents as needed and/or required; answers phones, refers callers and takes messages; maintains and orders supplies; may prepare agendas and take minutes of meetings; and utilizes a variety of software programs and hardware.
- \*7. While maintaining a high degree of confidentiality, provides the full range of technical support for Cosmetology and Barbering.
- \*8. Provides information, assistance and guidance to students, faculty, staff and the general public in a variety of formats, i.e., in person, by telephone, by written correspondence and/or electronic technology in a pleasant and helpful manner.
9. Compiles and tabulates statistical data and information from various sources including data compiled and records kept as they relate to individual assignments; verifies for accuracy, completeness and compliance to rules, regulations, policies, procedures and other mandates.
10. Assists in the development of course schedules for Cosmetology and Barbering and verifies for accuracy; coordinates and approves class schedules and room utilization; reassigns classrooms to match class size and educational function; minimizes conflicts in time and location; generates statistical data each semester related to enrollment trends.
11. Assists with managing the appropriate utilization of the Cosmetology and Barbering facility in order to meet scheduling needs for the District and manages procedural protocols for instructional and student services.
12. May assume site administration responsibility in the absence of assigned administrator, including periodic on-call and response to urgent occurrences.

13. May serve on a variety of District and/or program advisory committees.
14. May perform other duties as assigned as they relate to the class specification.

**MINIMUM QUALIFICATIONS:****● EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent\*; **AND**
- Two years of increasingly responsible experience directly related to the duties and responsibilities of this position; **AND**
- Graduation from high school or G.E.D. or the equivalent\*\*.

\* Associate's degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

\*\* High School education equivalency equals four (4) years of full-time paid work experience.

**● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- N/A

**DESIRED QUALIFICATIONS:**

- Experience working at an educational institution.
- Experience with managing and coordinating a department.
- Experience working in or knowledge of the Cosmetology field.

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of:** laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; modern office practices, procedures and technology, including computers; proper grammar usage; administrative services that support the delivery of higher education, including but not limited to enrollment, financial aid, student services, assessment, learning resources and instructional support; analysis and evaluation of programs, projects and day-to-day operational needs; interpersonal skills using tact, patience and courtesy; and budget preparation.

**Ability to:** ensure compliance with all laws, regulations and policies through effective facility supervision; motivate and provide effective leadership; plan and coordinate the most effective use of resources to achieve goals; communicate professionally in confrontational situations; learn and interpret the Education Code as it pertains to District programs; operate computers and related equipment with ease; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; analyze problems and apply appropriate problem-solving and decision-making skills; work independently with an emphasis on detail management; complete assignments according to established deadlines; establish and maintain cooperative working relationships with those contacted in the course of work; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation of the departmental budget; control and monitor budget expenditures and resource development; demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students; greet the public, students and staff respectfully and respond intelligently; demonstrate acceptable planning and organizational skills; collaborate with others to develop required and/or necessary services; and demonstrate excellent written and verbal communication skills.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable-no assigned permanent staff to supervise. May provide supervision to short-term and student employees.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.