

Professional Services Specialist II

Definition

Under the general direction of a Professional Services Specialist I or other supervisory officer at a state college is responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents and guidelines; may take the lead over lower grade titles; does related work as required.

Examples of Work

Organizes assigned work and develops appropriate methods for meeting goals and objectives.

Continuously reviews and evaluates workloads; develops and implements improved methods as required.

Develops and recommends an appropriate budget for activities supervised.

Analyzes and interprets applicable principles, federal and/or state laws and regulations in the course of duties.

Interviews prospective subordinate staff members and makes recommendations concerning selection.

May assign and supervise the work of Professional Services Specialists III, and IV, clerical, part-time and/or student workers.

Monitors the work of students and/or staff; identifies problem areas and takes steps necessary to effect improvement.

Establishes liaison and coordinates responsibilities with other staff or organizations that relate to or impact on assigned functions.

Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Attends and participates in meetings or college functions related to assigned responsibilities.

May serve on standing and ad hoc committees.

Represents the college at conferences, meetings, seminars and to the public as required.

Prepares correspondence in the course of official duties.

Maintains essential, confidential records and files.

“The following is representative of specific duties which may be assigned at this level. This list is not inclusive.”

- Evaluates schedules of events and/or course offering; recommends changes as indicated.
- As required, teaches courses related to assigned functions.
- Provides access to and/or develops and conducts training, workshops, and/or seminars for students, faculty and staff.
- Supervises the fiscal affairs of the activities, organizations or facilities; reviews income and approves expenditures.
- Provides specialized educational, vocational and personal counseling services to students of the college; makes referrals to appropriate counseling agencies on campus as required.
- Organizes and oversees the acquisition, distribution, inventory, and security of equipment, materials and facilities supervised.
- Compiles and analyzes statistical, financial and other data.
- Develops informative materials for publication
- Represents the college at conferences, meetings, seminars and to the public as required.

Requirements

Education

Graduation from an accredited college with a Bachelor’s Degree supplemented by a Master’s Degree in a field related to the position to be filled or equivalency as determined by the appointing authority.

Experience

Three years professional experience in an institution of higher education, or in education, higher education or other field that is directly related to the functions of the position to be filled or equivalency as determined by the appointing authority.

The minimum education experience standards for positions classified under this class title will vary depending upon the requirements of the specific position to be filled. In each case, these minimums will be determined at the discretion of the appointment authority.

Applicants who do not possess the required education may substitute required experience on a year basis (30 credit hours is considered one year of college.)

A Doctor of Philosophy degree or a Doctor of Education degree may be substituted for two years of the required experience.

Knowledge, Skills and Abilities

Considerable knowledge of the principles and techniques essential to performance of the specific responsibilities assigned.

Ability to acquire wide knowledge of College policies and procedures.

Ability to understand, analyze, interpret and apply established law, regulations, policies, procedures, precedents and guidelines.

Ability to organize assigned work, analyzed problems and develops effective work methods.

Ability to develop a budget for activities supervised.

Ability to assign, supervise and evaluate the work of subordinate employees.

Ability to develop and conduct training, workshops and/or seminars for students, faculty and staff.

Ability to supervise the fiscal affairs of the activities, organizations or facilities supervised including monitoring income and approving expenditures.

Ability to provide specialized educational, vocational and personal counseling services to students.

Ability to establish liaison and coordinate responsibilities with other staff or organizations that relate to or impact on assigned functions.

Ability to organize and oversee the acquisition, distribution, inventory and security of equipment, materials and facilities supervised.

Ability to compile data and analyze financial and other data

Ability to prepare clear, technically sound, accurate and informative reports containing finding, conclusions and recommendations.

Ability to represent the college at conferences, meeting, seminars and to the public

Ability to prepare correspondence.

Ability to maintain essential records and files

Salary Range: U24

U21 10 mos

