

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPTMGR4D15N

Civil Service Class and Level: DEPARTMENTAL MANAGER 15

Working Title (What the agency calls the position): Assistant Director

Name and Position Code Description of Direct Supervisor: CUBBERLY, SCOTT E; STATE DIVISION ADMINISTRATOR

Department/Agency: LEO-LABOR AND ECON OPPORTUNITY

Bureau (Institution, Board, or Commission): Michigan Rehabilitation Services (MRS)

Division: Michigan Career and Technical Institute

Section: Administration

Unit: Administration

Work Location (City and Address)/Hours of Work: 11611 W. Pine Lake Road Plainwell, MI 49080 / M-F, 8am-5pm

General Summary of Function/Purpose of Position: This position serves as a second-line professional manager of professional positions in a complex work area. This position is responsible for providing leadership, direction, administration, and oversight of post-secondary instruction and training in a vocational rehabilitation setting, also to include major educational, vocational rehabilitation, admissions, registrar, financial aid, and student support programs at Michigan Career and Technical Institute (MCTI). The position directly supervises management and professional staff and is responsible for ensuring that assigned programs operate effectively, efficiently, and in compliance with applicable state and federal laws, regulations, accreditation standards, and departmental policies.

The position oversees the development, implementation, evaluation, and continuous improvement of educational and student service programs designed to support student success, workforce readiness, and employment outcomes. Responsibilities include strategic planning, program evaluation and design, accreditation activities, fiscal oversight, resource allocation, and performance management. The position works collaboratively with internal and external stakeholders to establish program goals, monitor outcomes, and implement initiatives that support MCTI's mission and the strategic objectives of Michigan Rehabilitation Services (MRS).

This position serves as a key member of the MCTI leadership team and provides consultation and guidance to management staff regarding program administration, personnel management, regulatory compliance, budgeting, and operational effectiveness. The position represents MCTI in interactions with employers, educational institutions, community organizations, accrediting agencies, governmental entities, and other stakeholders. Work is performed with considerable independence and requires the exercise of sound judgment in managing complex programs, allocating resources, resolving operational issues, and developing solutions that support organizational goals and student success.

Assigned duties and tasks for each duty.

Duty 1: Provides executive-level leadership and coordination across instructional, rehabilitation, and student services functions to ensure integrated and effective program operations.

- Direct and coordinate operations across education, vocational rehabilitation, admissions, registrar, and financial aid.
- Establish program goals, priorities, and performance expectations aligned with division and bureau priorities.
- Ensure alignment of all program areas with MCTI and MRS strategic objectives and statewide workforce development priorities.
- Develop, implement, and monitor procedures and program standards.
- Evaluate overall program effectiveness and implement continuous improvements.
- Ensure coordination between instructional and student support functions.
- Oversee compliance with accreditation standards and regulatory requirements.
- Lead cross-functional initiatives to improve student outcomes and service delivery.
- Provide administrative leadership for MCTI educational, rehabilitation, admissions, registrar, and financial aid operations.
- Develop and implement short- and long-range strategic plans that support MCTI, MRS, and statewide workforce development objectives.

- Coordinate program evaluation activities and implement continuous improvement initiatives.
- Analyze organizational performance data and implement corrective action strategies as necessary.
- Represent MCTI with employers, community partners, educational institutions, advocacy organizations, and governmental entities.
- Participate in statewide initiatives, workgroups, and committees related to education, vocational rehabilitation, and workforce development.
- Assume responsibility for designated administrative functions in the absence of the Division Director.

Duty 2: Provides direct supervision to departmental and vocational rehabilitation managers, and oversight of staff across multiple functional areas.

- Supervise the Instructional/Education Departmental Manager 14 and Vocational Rehabilitation Manager 14.
- Provide leadership and direction to admissions, registrar, and financial aid functions.
- Assign, review, and evaluate work of subordinate managers and staff.
- Conduct performance evaluations and service ratings.
- Participate in hiring, discipline, and employee relations activities.
- Establish work priorities and ensure effective use of staff resources.
- Provide coaching, mentoring, and leadership development.
- Ensure consistent application of policies and procedures across all areas.
- Provide consultation, coaching, and guidance to managers to support effective leadership and problem resolution.
- Conduct regular meetings with subordinate managers to review operational issues, staffing needs, program performance, and strategic priorities.
- Identify staffing and organizational needs and recommend resource allocations.
- Ensure compliance with labor relations requirements, personnel policies, and applicable collective bargaining agreements.
- Assess management and staff development needs and coordinate professional development opportunities.
- Develop systems to evaluate service delivery effectiveness and internal customer satisfaction.

Duty 3: Oversees curriculum, instructional quality, and student services to ensure a comprehensive and coordinated approach to student success.

- Oversee new program development and curriculum design to improve instructional programming.
- Ensure programs align with statewide workforce development and educational standards.
- Support integration of vocational rehabilitation services with instructional programs.
- Evaluate accommodation practices and provide guidance to training center staff regarding accessibility, inclusion, and participant support needs.
- Oversee admissions processes, enrollment management, and student records.
- Ensure proper administration of financial aid programs and compliance requirements.
- Monitor student performance, retention, and completion outcomes.
- Promote equitable access and inclusive practices for all students.
- Coordinate evaluation of instructional, rehabilitation, and student support programs to ensure effectiveness and compliance.
- Oversee accreditation activities and continuous compliance with the Council on Occupational Education (COE).
- Coordinate development and implementation of corrective action plans resulting from audits, accreditation reviews, and program evaluations.
- Foster partnerships with employers, educational institutions, and community organizations to enhance student outcomes and employment opportunities.

Duty 4: Manages administrative functions, financial oversight, and regulatory compliance across assigned program areas.

- Assist in development and oversight of program budgets.
- Monitor expenditures and ensure fiscal accountability.
- Ensure compliance with state and federal laws, rules, and regulations.
- Oversee reporting requirements related to financial aid, student data, and program outcomes.
- Represent MCTI in internal and external meetings and committees.
- Develop reports, analyses, and recommendations for leadership.
- Coordinate with external partners, agencies, and stakeholders.
- Direct development and oversight of MCTI annual spending plans and budget allocation processes.
- Analyze budget utilization, expenditures, contractual obligations, and operational funding requirements.
- Ensure expenditures comply with state and federal laws, regulations, policies, and funding requirements.

- Provide fiscal guidance to managers regarding budget planning, spending authority, and resource utilization.
- Monitor and evaluate program outcomes, financial performance, and operational metrics.
- Develop reports, recommendations, and presentations for MRS leadership and external stakeholders.
- Coordinate with state agencies, accrediting bodies, and regulatory organizations regarding compliance and reporting requirements.
- Coordinate compliance activities related to Title IX, the Clery Act, and other assigned regulatory requirements.

Duty 5: Performs additional duties as assigned in support of MRS/MCTI leadership.

Perform other duties as assigned by MRS-MCTI Division Director.

Types of decisions made independently and whom or what those decisions affect: Establishes program direction and operational priorities. Makes decisions regarding staffing, resource allocation, and program improvements. Interprets and applies complex regulations related to education, financial aid, and rehabilitation services. Resolves operational and programmatic issues across multiple functional areas.

Types of decisions that require the supervisor's review: Major budgetary decisions and resource allocations. Significant policy changes or organizational restructuring. Sensitive personnel or legal matters.

Physical effort used to perform this job and environmental conditions of this position: Primarily office environment with frequent meetings and coordination activities. Occasional travel for meetings, trainings, or program oversight. Work involves managing multiple priorities, deadlines, and complex program operations.

Names and classes and levels of employees whom this position immediately supervises:

ROATH, BLANCA E	DEPARTMENTAL TECHNICIAN-A 10
KELLEY, ANDREW L	DEPARTMENTAL TECHNICIAN-E E9
GARCIA, TRACY A	DEPARTMENTAL TECHNICIAN-E E9
FECHTER, JENNIFER A	DEPARTMENTAL MANAGER-3 14
TODA, SEN C	VOCATIONAL REHAB MGR-3 14

The essential functions of this position: This position serves as a second-line professional manager of professional positions in a complex work area. This position provides leadership, direction, and oversight of MCTI's educational, vocational rehabilitation, admissions, registrar, financial aid, and student support functions. The position is responsible for planning, organizing, administering, and evaluating programs and services to ensure effective operations, regulatory compliance, fiscal accountability, and achievement of organizational goals.

The position supervises managers and professional staff; establishes program priorities; implements policies and procedures; monitors program performance and outcomes; and ensures compliance with applicable state and federal laws, regulations, accreditation standards, and departmental requirements. The position oversees strategic planning, budget administration, resource allocation, program evaluation, accreditation activities, and continuous improvement initiatives.

The position serves as a member of the MCTI leadership team and works collaboratively with internal and external stakeholders to develop partnerships, resolve operational issues, improve service delivery, and support student success, workforce readiness, and employment outcomes. The position exercises significant independent judgment in managing complex programs, directing staff, allocating resources, and making decisions that impact MCTI operations and services.

The function of the position's work area and how it fits into that function: This work area delivers integrated educational, vocational rehabilitation, and student support services to MCTI students. This position serves as a senior leader responsible for ensuring coordination, quality, and effectiveness across all program areas to support student success and workforce readiness.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

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Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.
- Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.
- Knowledge of training and supervisory techniques.
- Knowledge of labor relations.
- Knowledge of employee policies and procedures.
- Ability to instruct, direct, and evaluate employees.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.
- Ability to establish program or service procedures or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the work.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Ability to maintain favorable public relations.
- Ability to communicate effectively.
- Ability to organize and coordinate the work of others.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A