Pay Band 091

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<td>$84,502</td>
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Dean - Academic Affairs; Dean - Academic Initiatives; Dean - Academic Support; Dean - Atascocita Center; Dean – Instruction; Dean - Student Development; Dean - Student Services; Dean - Student Success; Dir - Database & PeopleSoft; Director - HR/Intl/System; Director - HR/Payroll/HRIS; Director – Purchasing; Director, Campus Services; Director, Contact Center; EA/Portal Svcs Director; ERP Director; Ex Dir - Campus Tech Svcs; Ex Director - Disability Svcs; Exec Dir - Campus Tech Svcs; Exec Dir - College Prep; Exec Dir - College Relations; Exec Dir – Construction; Exec Dir - Continuing Educ; Exec Dir - Corporate College; Exec Dir - International Prog; Exec Dir - Office/Completion; Exec Dir - University Center; Exec Dir - Real Est & Strgc Pl; Exec Dir, Technical Services; Exec Director - Student Info Svcs; Executive Director; Sr Proj Dir – Construction; Sr Proj Dir – Facilities; Sys Dir - FA Comm & Trng; Sys Dir - Financial Aid; System Emergency Mgmt Officer

LONE STAR COLLEGE
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>PAY BAND: 091</th>
<th>FLSA: Exempt</th>
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<tbody>
<tr>
<td>DEPARTMENT: As assigned</td>
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<tr>
<td>LOCATION: LSCS Location as assigned</td>
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<td>REPORTS TO: As assigned</td>
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PURPOSE AND SCOPE:
Holds direct management authority and accountability to execute policies and operational initiatives for a department, group of departments, or functional area.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Provides guidance and resources to staff for professional development in an overall campus department location
2. Monitors processes, materials, and surroundings
3. Schedules work and activities
4. Organizes, plans, and prioritizes work
5. Has accountability for all duties of subordinates
6. Works collaboratively with internal and external contacts
7. Negotiates and deals with vendors and outside organizations
8. Analyzes and interprets detailed information
9. Develops and manages contracts and budgets and send to Associate Vice Chancellor's for final approval
10. Responsible for other reasonable, related duties as assigned.

Safety: Chief Emergency Management Officer will also include:
- Develops and implements training procedures and strategies
- Collaborates with other officials to prepare and analyze damage assessments
- Keeps informed of federal, state and local regulations affecting emergency plans and ensures that plans adhere to these regulations.
- Coordinates disaster response plans
- Keeps informed of activities or changes that could affect the likelihood of an emergency

Administrative Support: Sr. Associate General Counsel will also include:
- Provides LSCS with legal review, advice and service
- Acts as manager for some General Counsel professional and support employees
- Deals with issues regarding legal and policy interpretation
- Provides legal counsel to all departments within the System regarding issues of higher education
- Supervises litigation matters with outside legal counsel

Executive Directors/Major Directors will also include: Under general direction of the Vice Chancellor;
- Provides strategic decision and operation leadership
- Creates and maintains a consistent and dynamic public image
- Develops external relationships with local/nationals associations and media
- Plans and directs the development and communication of information
- Works with Associate Vice Chancellor of department to develop policies and guiding principles for implementation
- Is responsible for budget and program management
- Reviews and analyzes reports, records and directives to obtain information and increase efficiency.

REQUIRED QUALIFICATIONS:
- Bachelor's Degree
- 7 years of related work experience; at least 3 years in a management or director-level position
- CISSP certification preferred in some departments

PREFERRED QUALIFICATIONS:
- Master’s degree

KNOWLEDGE, SKILLS, AND ABILITIES:
- Excellent management skills, strong interpersonal and communication skills
• Ability to understand Lone Star College System policies and procedures
• Ability to display personal initiative and autonomy
• Ability to establish strategy and direction for department
• Ability to work independently and in a team environment
• Ability to problem solve and provide team building skills
• Strong interpersonal, written and verbal communication skills.
• Ability to establish and maintain effective working relationships.
• Excellent attention to detail.
• Ability to set priorities and handle several tasks simultaneously.
• Above average skills in utilization of computer systems to extract and report information.
• Ability to work in a responsive environment where co-workers or citizens bring problems to incumbent for resolution; ability to determine the problem and create an individual solution for the issue.

PHYSICAL ABILITIES:
Minimal physical effort is required

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, Microsoft software, calculator, phone and other general office equipment.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.
LONE STAR COLLEGE
JOB DESCRIPTION

PAY BAND: 092  
FLSA: Exempt

DEPARTMENT: As assigned
LOCATION: LSCS Location as assigned
REPORTS TO: As assigned

PURPOSE AND SCOPE:
Holds direct management authority and accountability to execute policies and operational initiatives for a department, group of departments, or functional area.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Provides guidance and resources to staff for professional development and training in either an overall campus department location, or leads an entire department at the campus level in the following areas: administrative support, student learning or student academic services.
2. Acts as an entrepreneur in seeking new partnerships
3. Monitors processes, materials, and surroundings
4. Schedules work and activities
5. Organizes, plans, and prioritizes work
6. Has accountability for all duties of subordinates
7. Works collaboratively with internal and external contacts
8. Negotiates and deals with vendors and outside organizations
9. Analyzes and interprets detailed information
10. Develops and manages contracts and budgets and send to Associate Vice Chancellor's for final approval
11. Responsible for other reasonable, related duties as assigned.

Band 092

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Ex Dir - Student Success; Exec Dir - Academic Support; Exec Dir - Adm Enr & Coll Read; Exec Dir - Communication Svcs; Exec Dir – Foundation; Exec Dir - HR/Org Dev/PD; Exec Dir - Strategy & Govern; Exec Dir - System Facilities; Exec Dir Campus Services; Police Chief; Sr Assoc General Counsel; Vice President - Centers
Safety: Police Chief will also include:
- Directs, plans and manages all functions and operations of the Police Department in the enforcement of laws and University regulations, the prevention of crime, and protection of life and property
- Organizes and directs the activities of the Police Department
- Directs and coordinates Lone Star campus' security, safety, and protection programs to include traffic control, patrolling of physical property
- Plans and directs the implementation of the departments short and long term goals, objectives, and strategies

Administrative Support: Special Assistant to the Chancellor will also include:
- Responsible to and receives assignments from the Chancellor
- Prepares special studies, reports, presentations and other correspondence
- Represents the Chancellor, as requested
- Processes administrative details not requiring the immediate attention of the Chancellor

Executive Directors/Major Directors will also include: Under general direction of the Vice Chancellor;
- Provides strategic decision and operation leadership
- Creates and maintains a consistent and dynamic public image
- Develops external relationships with local/nationals associations and media
- Plans and directs the development and communication of information
- Works with Associate Vice Chancellor of department to develop policies and guiding principles for implementation
- Is responsible for budget and program management
- Reviews and analyzes reports, records and directives to obtain information and increase efficiency.

Vice Presidents will also include:
- Provides leadership and oversight of college budgets and financial planning at a local campus level
- Promotes, both in practice and through effective communication, an environment supportive of the college and system mission, vision and strategic plan
- Ensures the inclusive decision-making process to ensure shared governance across the college community
- Provides leadership for planning, developing, and improvement of programs as assigned

REQUIRED QUALIFICATIONS:
- Bachelor's Degree; J.D. for legal positions
- 10 years of related work experience; at least 5 years in a management or director-level position
- CPA certification required in some departments
PREFERRED QUALIFICATIONS:
• Master’s degree

KNOWLEDGE, SKILLS, AND ABILITIES:
• Ability to provide coordination for review, development revision, and articulation.
• Ability to understand Lone Star College System policies and procedures
• Ability to personal initiative and autonomy
• Ability to establish strategy and direction for department
• Ability to work independently and in a team environment
• Ability to problem solve and provide team building skills
• Ability to promote diversity and maintain a positive attitude in demanding work environment
• Strong interpersonal, written and verbal communication skills.
• Ability to establish and maintain effective working relationships.
• Excellent attention to detail.
• Ability to set priorities and handle several tasks simultaneously.
• Above average skills in utilization of computer systems to extract and report information.
• Ability to work in a responsive environment where co-workers or citizens bring problems to incumbent for resolution; ability to determine the problem and create an individual solution for the issue.

PHYSICAL ABILITIES:
Minimal physical effort is required

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, Microsoft Software, calculator, phone, machinery and General Office equipment. Some may need to travel via private car.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.
Job Title: LONE STAR COLLEGE JOB DESCRIPTION

**PAY BAND:** 093  
**FLSA:** Exempt

**DEPARTMENT:** As assigned

**LOCATION:** LSCS Location as assigned

**REPORTS TO:** As assigned

**PURPOSE AND SCOPE:**
Holds direct management authority and accountability to execute policies and operational initiatives for a department, group of departments, or functional area.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**
Assistant Vice Chancellor or Executive Position in one of the following departmental areas: Safety, Business Services, Student and Academic Services, Administrative Support, and Student Learning.

1. Provides guidance and resources to staff for professional development in overall campus department location
2. Promotes diversity and maintains a positive attitude in a demanding work environment
3. Monitors processes, materials, and surroundings
4. Schedules work and activities
5. Organizes, plans, and prioritizes work activities for overall campus
6. Has accountability for all duties of subordinates
7. Works collaboratively with internal and external contacts, utilizing excellent management, interpersonal and communication
8. Negotiates and deals with vendors and outside organizations including public and private agencies and businesses
9. Acts as entrepreneur in seeking new partnerships

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**Pay Band 093**

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AVC – Accounting; AVC - Administration & Finance; AVC - Research & Institute; Exec Dir - HR/TA & Emp Svcs; Spec Asst to the Chancellor; VP - Administrative Svcs; VP – Instruction; VP - Instruction & Stu Svcs; VP - Student Development; VP - Student Success
10. Develops and manages contracts and budgets and send them to the Chief Executive for final Approval
11. Maintains constant communication with Chief Executives
12. Analyzes and interprets detailed information
13. Acts as one of the highest positions in overall campus departments
14. Responsible for other reasonable, related duties as assigned

Executive Directors/Major Directors will also include: Under general direction of the Vice Chancellor;
• Provides strategic decision and operation leadership
• Creates and maintains a consistent and dynamic public image
• Develops external relationships with local/nationals associations and media
• Plans and directs the development and communication of information
• Works with Associate Vice Chancellor of department to develop policies and guiding principles for implementation
• Is responsible for budget and program management
• Reviews and analyzes reports, records and directives to obtain information and increase efficiency.

Assistant Vice Chancellor will also include:
• Provides strategic vision and operational leadership
• Leads efforts to develop resources
• Develops external relationships with local/national organizations
• Plans and directs development projects
• Develops and implements annual budgets for over all college departments, staying abreast of accreditation, government policies, and state-of-the-art practices
• Directs the creation and dissemination of information and services that empower accountability, continuous improvement, and informed planning

REQUIRED QUALIFICATIONS:
• Master’s Degree
• 10 years of related work experience; at least 5 years in a management or director-level position
• CPA certification required in some departments

KNOWLEDGE, SKILLS, AND ABILITIES:
• Ability to provide coordination for review, development revision, and articulation
• Strong interpersonal, written and verbal communication skills.
• Ability to establish and maintain effective working relationships.
• Excellent attention to detail.
• Ability to set priorities and handle several tasks simultaneously.
• Above average skills in utilization of computer systems to extract and report information.
2015-2016 Compensation

- Understand Lone Star College System policies and procedures
- Display personal initiative and autonomy
- Ability to establish strategy and direction for department
- Work independently and in a team environment
- Ability to problem solve and provide team building skills
- Ability to promote diversity and maintain a positive attitude in demanding work environment
- Ability to work in a responsive environment where co-workers or citizens bring problems to incumbent for resolution; ability to determine the problem and create an individual solution for the issue.

**PHYSICAL ABILITIES:**
Minimal physical effort is required

**EQUIPMENT USED:**
PC workstation running on a LAN in a Microsoft Windows environment, Microsoft Software, calculator, phone, machinery and General Office equipment. Some may need to travel via private car.

**CONTACTS:**
Internal and external contacts as needed to carry out the functions of the position.

**WORKING CONDITIONS:**
Work is performed in a climate-controlled office with minimal exposure to safety hazards.
**JOB TITLE:** 094  
**FLSA:** Exempt

**DEPARTMENT:** As assigned

**LOCATION:** LSCS Location as assigned

**REPORTS TO:** As assigned

**PURPOSE AND SCOPE:**
Holds direct management authority and accountability to execute policies and operational initiatives for a department, group of departments, or functional area.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**
Assistant Vice Chancellor or Executive Director in one of the following departmental areas: Student Learning, Business Services, Communication Services, and Technology Services.

1. Provides guidance and resources to staff for professional development and training in overall campus department
2. Monitors processes, materials, and surroundings
3. Researches, plans, and provides resource development
4. Schedules work and activities, organizing, planning, and prioritizing work
5. Has accountability for all duties of subordinates
6. Works collaboratively and independently with internal and external contacts, utilizing excellent management, interpersonal, and communication skills,
7. Responsible for delegation and management of multiple projects and activities at once
8. Negotiates and deals with vendors and outside organizations
9. Act as entrepreneur in seeking new partnerships
10. Analyzes and interprets detailed information
11. Develops and manages contracts and budgets and sends to Chief Executives for final approval

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**Pay Band 094**

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AVC - AA & EMI; AVC - Business Support Svcs; AVC - Campus Services; AVC - Enterprise Apps.; AVC - Govt Affairs & Inst Adv; AVC - Marketing & Comm; AVC - Student Success/FA; AVC - Total Comp/Payroll/HRIS; AVC - Workforce & Corp Ptshps
12. Maintains constant communication with Chief Executives
13. Acts as one of the highest positions in overall campus departments, often dealing with community engagement and public representation of Lone Star
14. Responsible for other reasonable, related duties as assigned

Assistant Vice Chancellor will also include:
- Provides strategic vision and operational leadership
- Leads efforts to develop resources
- Develops external relationships with local/national organizations
- Plans and directs development projects
- Develops and implements annual budgets for over all college departments, staying abreast of accreditation, government policies, and state-of-the-art practices
- Directs the creation and dissemination of information and services that empower accountability, continuous improvement, and informed planning.

REQUIRED QUALIFICATIONS:
- Master's Degree
- At least 7 years of related work experience in a management or director-level position
- CPA certification required in some departments

PREFERRED QUALIFICATIONS:
- Doctoral Degree

KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to provide coordination for review, development revision, and articulation
- Strong interpersonal, written and verbal communication skills.
- Ability to establish and maintain effective working relationships.
- Ability to display personal initiative and autonomy
- Ability to establish strategy and direction for department
- Work independently and in a team environment
- Ability to problem solve and provide team building skills
- Ability to promote diversity and maintain a positive attitude in demanding work environment
- Ability to set priorities and handle several tasks simultaneously.
- Above average skills in utilization of computer systems to extract and report information.
- Ability to work in a responsive environment where co-workers or citizens bring problems to incumbent for resolution; ability to determine the problem and create an individual solution for the issue.

PHYSICAL ABILITIES:
Minimal physical effort is required
2015-2016 Compensation

EQUIPMENT USED:
PC workstation running on a LAN in a Microsoft Windows environment, Microsoft Software, calculator, phone, machinery and General Office equipment. Some may need to travel via private car.

CONTACTS:
Internal and external contacts as needed to carry out the functions of the position.

WORKING CONDITIONS:
Work is performed in a climate-controlled office with minimal exposure to safety hazards.