

DUTIES AND RESPONSIBILITIES
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CITY GENERAL SERVICES OFFICE

Plantilla Item No. 33 – Administrative Aide VI (Utility Foreman) (SG 6)

1. In- charge in the implementation of housekeeping programs and activities for City Government buildings and facilities;
2. Conduct regular inspection and monitoring of daily housekeeping activities including the punctuality, attendance and performance of all housekeeping personnel and ensure compliance with documented procedures as required by ISO Standards;
3. Recommend reforms and strategies for the improvement of the Unit;
4. Preside over regular meetings of housekeeping personnel at least once a month;
5. Submit monthly accomplishment report; and
6. Perform other duties and responsibilities as may be assigned from time to time.

CITY COLLEGE

Plantilla Item No. 2 – Associate Professor IV (SG 22)

1. Responsible for the over-all management and supervision of the Academic Division;
2. Responsible for the promotion of quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the education needs of students in a diverse community college environment;
3. Work with the instructional staff in development of the educational program, including the maintenance of standards and the evaluation of teachers;
4. Responsible for planning the schedule of classes;
5. Responsible for the supervision and management of the enrolment management strategies, initiatives and efficiencies;
6. Responsible for the supervision and assessment of the Student Learning Outcomes and college-wide accreditations;
7. Responsible for liaising with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships;
8. Assist the President in the recruitment and selection of faculty members;
9. Prepare, submit and monitor the annual budget for areas of responsibilities;
10. Train, supervise and evaluate, and direct the work of assigned personnel;
11. Act as Vice Chairperson of the Academic Council;
12. Perform other duties and responsibilities as may be assigned from time to time.