Provide for the planning, organizing, and directing of all administrative support services required by the program. These services include the management of business and financial affairs, personnel administration, procurement and property management, facility maintenance, and security.

**Program Planning**
- Responsible for the preparation of program budget for the organization.

**Business Affairs**
- Responsible for the organization's fiscal operations including budget execution, accounting, disbursements, contracts and grants management, procurement, payroll, etc.

**Personnel**
- Responsible for ETO's personnel functions including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations and existing collective bargaining contracts.

**Operations and Maintenance**
- Responsible for the cleaning and maintenance of the assigned buildings.

**Security**
- Responsible for providing adequate security to insure the safety of facility users as well as a preventive measure to safeguard the assets of the state.

**Physical Plant and Equipment**
- Responsible for the adequate facilities to conduct job training programs. This function also includes negotiating and contracting for off-campus training sites.
- Supervise property and inventory activities and maintain inventory records.
Provide direction and leadership in planning, organizing, directing, controlling and evaluating job training programs, services and activities.

- Assure delivery of quality job training instructional programs.
- Secure and assign staff to obtain organizational efficiency and effectiveness.
- Assure maintenance of positive organizational climate.
- Arrange extramural funding for conducting various on-going and implementing new job training programs.
- Maintain linkages with participating agencies and organizations.
- Assure the preparation of short and long range plans and budgets to carry out planned instructional services and activities.

OFFICE OF THE ASSISTANT DIRECTOR

Assist the Director in the administration of the instructional job training programs, services and activities.

- Plan and conduct staff improvement and evaluation activities.
- Serve as the personnel administrator.
- Assure classroom vitality and environment that lead to quality teaching and effective student learning.
- Coordinate the development of project proposals to maintain on-going job training programs and to start new ones.
Provide for the planning, developing, conducting, and evaluating of support activities concerning students.

- Provide program and course information to cooperating agencies and prospective students.
- Provide orientation to in-coming students.
- Conduct admission and registration activities.
- Provide academic, occupational and personal assessment activities.
- Plan and provide student advocacy activities.
- Plan and provide testing services.
- Maintain student records and reports.
- Conduct follow-up studies of student placements.
- Establish and maintain effective relationships with participating and cooperating schools and agencies.
- Prepare reports on students that are requested by participating agencies and organizations.
- Provide ED/AI services and activities.

INSTRUCTIONAL SERVICES

Provide for the planning, organizing, developing, delivering, and evaluating of instructional programs, services and activities.

- Conduct individualized learning activities utilizing state-of-the-art techniques and technology information.
- Counsel and guide trainees in attaining their education goals.
- Evaluate student progress and maintain records.
- Request, install, use, and maintain instructional materials, supplies and equipment in enhancing trainee learning.
- Participate in professional development activities.
- Maintain teaching-learning environment that promotes desirable trainee-instructor relationship and ensures maximum learning.