

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Director, Risk Management, Safety & Aux Services			<i>BOT Date:</i> March 2, 2005
<i>Level:</i> ADM07	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0709	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Plans, administers, coordinates and monitors the operation and administration of Risk Management, Safety and Security, Property Control, Emergency Management, and Auxiliary Services at the College.

### KEY RESPONSIBILITIES

### % OF TIME

1.*	Plans and administers all Risk Management, Property Control, and Emergency Management activities for the College.	25%
2.*	Plans and administers all safety and security activities for the College.	25%
3.*	Plans and administers all auxiliary Services activities for the College to include: District Copy Center, Bookstores, Warehouse Operations, Central Stores, District Mail Room, Parking Management and contracted copier service, food service and vending.	20%
4.*	Prepares and monitors all unit budgets.	10%
5.	Approves requisitions, invoices and timesheets.	10%
6.	Chairs and services on various committees.	10%
7.	Performs other similar and related duties as assigned or required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Director, Risk Management, Safety & Aux Services	<i>Class Code:</i> A0709	<i>Level:</i> ADM07
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Master's Degree or more required.	
<i>Experience:</i>	5 to 7 years prior related work experience required.	
<i>Planning:</i>	Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire College.	
<i>Impact of Actions:</i>	<p><i>Operating Budget Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Revenue-Generating Impact:</i> Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.</p>	
<i>Impact of Actions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches.	
<i>Communications with Others:</i>	Regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>Supervision of Others:</i>	Supervises multiple functions, with full responsibility for effective operation and results. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.	
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline, working knowledge of related fields, and understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	