

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Program Biologist	<i>BOT Date:</i>	Sept 20, 2000
<i>Level:</i>	G	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0737
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Schedules and conducts field trips to the College's Environmental Studies Centers to educate the community about the marine environment and its inhabitants. Maintains the environmental centers' grounds and equipment including trails, boardwalks, boats and field equipment. Develops new curriculum, and schedules and develops non-credit environmental classes.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Schedules, plans and conducts environmental field trips to the colleges environmental studies centers.	50%
2.*	Plans Ecosystems Recreation and Creation conference. Plans and conducts community outreach programs.	23%
3.*	Teach and assists in Hillsborough County's Summer Marine Biology program	2%
4.*	Develops curriculum for continuing education and non-credit classes.	10%
5.	Attends workshops, seminars and conferences to promote College Environmental Science programs. Represents the College on the Regional Ecotourism Planning Committee.	5%
6.	Responsible for land management plan for Cockroach Bay and English Creek including exotic species removal, routine maintenance of trails and boardwalks, and routine maintenance of all Environmental Studies Center equipment	5%
7.	Applies for and implements grants providing diversity of programs, equipment and materials.	5%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	2 to 3 years prior related work experience.	
<i>Planning:</i>	Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. No impact on grant funds. Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Decisions are limited to planning within a small work group or department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments to supply or seek information on specialized matters. Regular external contact is required to carry out programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Supervision of Others:</i>	Involves no responsibility or authority for the direction of others. Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.	