

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Part-Time Specialist			<i>BOT Date:</i> July 18, 2001
<i>Level:</i> 4	<i>FLSA Status:</i> NE	<i>Class Code:</i> Z0400	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Assignments are typically technical or paraprofessional, requiring specific skills and specialized knowledge. Responsibilities and tasks are typically routine in nature.

Duties and tasks may include, but are not limited to, Key Responsibilities referenced below:

KEY RESPONSIBILITIES		% OF TIME
1.	Assist with developing policies and procedures, bid specifications; study methods, or examples and analogies for tutoring purposes, or assist learning disabled students.	
2.	Assist in administering standardized examinations, employment or recruitment campaigns and applicant screening; or activities disseminating public information.	
3.	Assist in identifying and collecting specimens or artifacts, monitoring budgetary expenditures or auditing financial records.	
4.	Receive and analyze telephone quotes, or perform billing, collection and reconciliation for financial accounts.	
5.	Conduct responsible work in program development, participate on committees, compile reports and present materials, organize and provide training, or coordinate graphic development for advertising and publications.	
6.	Serve as liaison with vendors, suppliers, or customers, serve as project team leader, or provide quality control, supervision and coordination of specialized training programs.	
7.	Performs other similar and related duties as required.	

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree, and may require specialized licensure or certification.	
<i>Experience:</i>	Related technical or specialized experience.	
<i>Communications with Others:</i>	Strong verbal and written communication skills.	
<i>Supervision of Others:</i>	May provide supervision and leadership to subordinate positions.	
<i>Job-Related Knowledge:</i>	<p>Tasks require specific skills and specialized knowledge to include fire science or criminal justice, applied music, health care, library services, merchandising, cash control and accounting methods, computer knowledge, advanced skill in trades and maintenance, safety, knowledge of materials and tools of building trades.</p> <p>Ability to plan and organize, problem solve, work from specifications or blue prints, install software.</p>	
<i>Working Conditions/ Physical Effort:</i>	May work in administrative offices, computer centers, buildings and grounds; health care environments such as hospitals or clinics, or academic environments such as libraries and laboratories.	

