

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Auxiliary Services Officer			<i>BOT Date:</i> May 15, 2002
<i>Level :</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0560	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Plans, coordinates and monitors the operation and administration of the Auxiliary Services units at the College.

KEY RESPONSIBILITIES

% OF TIME

1.*	Plans and administers the Auxiliary Services units at the College to include: Telephone, District Copy Center, copy machines, Warehouse, Central Stores, District Mail Room, contracted Food Service/Vending, and Bookstore.	40%
2.*	Prepares and monitors all unit budgets.	20%
3.*	Supervises and evaluates Auxiliary Services unit supervisors.	20%
4.	Approves requisitions, invoices and timesheets.	10%
5.	Chairs and serves on various committees.	10%
6.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

<i>Class Title:</i> Auxiliary Services Officer	<i>Class Code:</i> E0560	<i>Level:</i> E
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	5 to 7 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur during the year and have some effect on the department's annual expenditures and or revenues. The primary scope of planning activities may affect multiple areas within the College.	
<i>Impact of Actions</i>	Major responsibility for final recommendations which routinely affect the auxiliary services activities. Position duties may include responsibility for developing strategic plans affecting one or more campus.	
<i>Budget:</i>	Has strong but not controlling voice in decisions on the budget; can authorize or recommend expenditures. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Complexity:</i>	Work is broad in scope covering one or more complicated areas. Requires interpretation and application of substantial variety of procedures, policies and/or precedents used in combination.	
<i>Decision Making:</i>	Review established departmental and/or campus objectives. Independent judgment is required to recommend objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex and varied. Analytical ability and inductive thinking may be required to solve problems. Must be able to develop new and nonstandard approaches.	
<i>Communications with Others:</i>	Regular contact with internal and external persons to carry out programs and to explain specialized matters. Involves using tact, discretion and persuasion in handling projects and personal relationships. Collaborative, team approach to problem solving required.	
<i>Supervision of Others:</i>	Supervises multiple functions, with full responsibility for effective operations and results. Makes recommendations in the areas of compensation, disciplinary action, performance appraisals and similar supervisory duties. Nature of work supervised requires training and experience, a thorough knowledge of departmental activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.	
<i>Job-Related Knowledge:</i>	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 may affect several departments or campuses.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, and requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	