

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* Dean of Health, Wellness and Sports Technologies *BOT Date:* Aug 9, 2000

*Level:* ADM05 *FLSA Status:* Exempt *Class Code:* A0508 *Adm. Rev:* Mar 4, 2004

### GENERAL DESCRIPTION

Responsible for providing leadership and managerial oversight to the human, fiscal and physical resources of the Division of Health, Wellness and Sports Technologies. Develops and maintains programs and courses in health sciences, nursing and physical education; in health awareness, disease prevention and wellness; and in competitive team sports and intercollegiate and amateur athletics. Assures that the standards necessary for program accreditation and approval, and for sanction of competitive team sports and intercollegiate and amateur athletics are maintained. Develops facilities in support of health awareness, disease prevention and wellness, and in competitive team sports and intercollegiate and amateur athletics.

### KEY RESPONSIBILITIES

### % OF TIME

- |     | KEY RESPONSIBILITIES   | % OF TIME |
|-----|--|-----------|
| 1.* | Manage the human, fiscal and physical resources of the Division to ensure efficient and effective operation.   | 25%       |
| 2.* | Develop and maintain courses and programs in, and facilities in support of, health awareness, disease prevention and wellness, competitive team sports, and intercollegiate and amateur athletics. | 30%       |
| 3.* | Address the needs of faculty, staff, students and general public by collaborating, mediating, advising and referring as appropriate towards satisfactory resolution.                               | 20%       |
| 4.  | Ensures timely and accurate preparation and processing of all correspondence and documentation.  | 10%       |
| 5.* | Assures the maintenance of standards necessary for program accreditation and approval, and for the sanction of competitive team sports and intercollegiate and amateur athletics.                  | 10%       |
| 6.* | Responds to requests from supervisor and other College personnel, as well as from community and professional organizations, for information, reports and participation.                            | 5%        |
| 7.  | Performs other similar and related duties as required.   |           |

\* Indicates an "essential" job function.

<b>Class Title:</b> Dean of Health, Wellness & Sports Tech	<b>Class Code:</b> A0508	<b>Level:</b> ADM05
<b>KEY JOB REQUIREMENTS</b>		
<b>Formal Education:</b>	Master's Degree related to post-secondary or medical education, nursing or health sciences.	
<b>Work Experience:</b>	5 to 7 years.	
<b>Planning Scope:</b>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<b>Planning Level:</b>	The primary scope of planning activities in this position affects the campus.	
<b>Impact on Budgets:</b>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<b>Impact on Grant Funds:</b>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<b>Impact on Revenue Generating:</b>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<b>Impact of Decisions:</b>	Makes 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.	
<b>Complexity:</b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<b>Decision Making:</b>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<b>Problem Solving:</b>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<b>Internal Contacts:</b>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<b>External Contacts:</b>	Regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<b>Level of Supervisory Responsibility:</b>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
<b>Nature of Work Supervised:</b>	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 schools/centers of HCC.	
<b>Job-Related Knowledge:</b>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<b>Innovation/Creativity:</b>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several schools.	
<b>Working Conditions/Physical Effort:</b>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	