

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Coordinator, Special Services			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0701	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Coordinates and manages the services and activities of the Special Services Program on assigned campuses. Develops, plans, implements and evaluates the services of the Program to promote educational opportunities for disadvantaged students. Represents the College with the Department of Education regarding this grant-funded program, and produces reports required by the DOE. Also represents the College and the Program at state, regional and national conferences dealing with equal educational opportunities for disadvantaged students.

### KEY RESPONSIBILITIES

### % OF TIME

1.*	Develops grant application for Program services and operations.	25%
2.*	Plans, develops, implements and administers Program services and activities.	20%
3.*	Prepares and manages Program budget.	10%
4.*	Supervises and develops assigned professional full-time and part-time staff.	10%
5.*	Coordinates direct student services including advising and counseling students.	5%
6.*	Interviews and selects qualified staff members.	5%
7.	Coordinates training and orientation of staff and students.	10%
8.	Develops special programs and activities for Program participants.	5%
9.	Represents the College with the Department of Education and produces required reports for the DOE. Also represents the College and Program at state, regional and national conferences dealing with equal opportunities for disadvantaged students.	5%
10.	Identifies and selects eligible students to participate in Program.	5%
11.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

Position Title: Special Svcs Coord	Class Code: E0701	Position Level: G
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the department or equivalent.	
<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. 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. 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>	Makes recommendations or decisions which typically affect the entire 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 identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<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 internal contacts to carry out programs and to explain non-specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular external contacts may be required to carry out programs and to explain non-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>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Requires 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 only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	