

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Public Service Programs Manager			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0618	<i>Adm. Rev:</i> May 14, 2007

GENERAL DESCRIPTION

Manages and oversees the operation and administration of Criminal Justice Institute Program(s) in compliance with various state and federal agencies. Serves as liaison to all law enforcement, correctional, and other public safety agencies in the region. Assesses, develops and implements training programs for public safety agencies in the region. Oversees the selection of qualified instructors. Prepares required reports and maintains records.

KEY RESPONSIBILITIES

% OF TIME

1.*	Monitors and ensures Criminal Justice Institute Program activities comply with state and federal public safety agencies.	25%
2.*	Assesses training needs of public safety agencies in the region.	10%
3.*	Serves as liaison to all law enforcement, correctional, and other public safety agencies in the region.	10%
4.*	Develops and implements training programs for public safety agencies.	10%
5.	Identifies, procures, and maintains adequate facilities, supplies and equipment needed for training.	20%
6.	Recruits and selects qualified instructors.	20%
7.	Prepares reports, conducts presentations, and maintains records.	5%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	5 to 7 years.
<i>Planning Scope:</i>	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.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.
<i>Impact on Budgets:</i>	Recommending/Contributory: Have 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.
<i>Impact on Grant Funds:</i>	Recommending/Contributory: Have 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.
<i>Impact on Revenue Generating:</i>	Incidental/Indirect: Provide 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 assigned department, but may at times affect operations, services, individuals, or activities of my campus.
<i>Complexity:</i>	Varied: 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>	Varied: 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>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.
<i>Internal Contacts:</i>	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.
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.
<i>Nature of Work Supervised:</i>	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>	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.
<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 only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

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