

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Academic Technologies Manager			<i>BOT Date:</i> Aug 15, 2001
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0635	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Manages operations for Interactive Video Conferencing (IVC), Streaming Video (SV), teleconferences, and academic technology systems and facilities.

	KEY RESPONSIBILITIES	% OF TIME
1.	Responsible for the supervision of Academic Assistants for IVC classes, to include recommending for hire, scheduling assignments, and evaluating work performance.	20%
2.*	Troubleshoot and manage resolution of technical problems with IVC and academic technology systems.	20%
3.*	Conduct faculty and staff training in use of equipment in IVC and academic technology facilities.	10%
4.*	Serves as primary point of service for operation of video-based academic technologies.	10%
5.*	Manages the selection, procurement, and maintenance of academic technologies assigned by the Director of Academic Technology.	10%
6.*	Serves as primary contact to IVC and appropriate technology vendors and suppliers.	5%
7.*	Manages audio-visual requirements for special events sponsored by the College.	5%
8.	Prepares and maintains departmental budget.	10%
9.	Writes, reviews and updates appropriate College policies and procedures.	5%
10.	Serves on College, regional and statewide committees. Keeps abreast of new developments in academic technologies.	5%
11.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years related experience.	
<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 in this position affects the campus.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which typically affect department, but may at times, affect operations, services, individuals, or activities of a campus.	
<i>Budget Impact:</i>	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>Complexity:</i>	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. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or school/center objectives. Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	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>Communications with Others:</i>	Requires regular internal contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular external contacts to carry out programs and to explain specialized matters.	
<i>Supervision of Others:</i>	Responsible for supervision of one or more functions within a department. Plans, assigns, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties. May perform staff evaluations and make recommendations regarding pay and/or performance. Work supervised is primarily technically oriented or complex, and requires a working knowledge of the unit.	
<i>Job-Related Knowledge:</i>	Advanced level of a "seasoned" professional. Requires 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 original and creative thinking to develop new, moderately complex results that impact work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Work requires minor physical exertion and/or physical strain, in environments with infrequent exposure to disagreeable elements. Typically work is performed in an office, library, computer or classroom.	