

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Executive Director for Economic Development	<i>BOT Date:</i> Feb 25, 1998
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<i>Level:</i> ADM06	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0601	<i>Adm. Rev:</i>
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GENERAL DESCRIPTION

Establishes and implements education and training services which maximize employment opportunities, enhance economic development efforts, and increase profitability and productivity of local business and industry. Assists labor organizations in addressing technological, structural and organizational change in the marketplace; increases resource needs to provide comprehensive services.

KEY RESPONSIBILITIES

% OF TIME

1.*	Plans, coordinates, supervises and evaluates college-wide and community-wide approaches to the development and delivery of customized educational training and consultation services to business, industry and labor organizations.	30%
2.*	Plans, develops and implements district-wide customized training programs for business and industry.	20%
3.*	Manages operational and instructional budgets for multiple projects.	10%
4.*	Maintains contacts with executive level managers in industry as well as community leaders and governmental agency executives.	10%
5.*	Analyzes legislative and policy issues at local, state and federal levels which impact the delivery of educational and training services to business, industry and labor.	10%
6.*	Conducts strategic analysis of technological, structural and organizational changes in the marketplace needed to deliver effective services.	10%
7.*	Facilitates programs that involve multi-campus participation and inter-college projects for the delivery of instruction and services to business, industry and labor.	10%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's degree required.	
<i>Experience:</i>	Seven to ten years of prior related work experience required.	
<i>Planning:</i>	Plans events that will 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 entire college.	
<i>Impact of Actions:</i>	<p>Operating Budget and Grant Funds Responsibilities: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.</p> <p>Revenue Generating Impact: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.</p>	
<i>Impact of Decisions:</i>	Major responsibility for making 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.	
<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.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts 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>Communications with Others:</i>	Regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Requires continuing personal contact with the public.	
<i>Supervision of Others:</i>	Makes 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. 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 campuses of HCC.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.	
<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 generally affect several campuses.	
<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.	