

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of Associate in Arts Programs			<i>BOT Date:</i> Mar 20, 2002
<i>Level:</i> ADM05	<i>FLSA:</i> Exempt	<i>Class Code:</i> A0506	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Plans, directs and coordinates college-wide policy for programs, courses, curriculum and faculty credentials for transferable credit. Monitors Campus Academic Deans to assure coordination of policy and programmatic development for curriculum, course schedules, and faculty credentials. Responds to inquiries relating to transferable policy, course work, curriculum and staffing. Plans, directs, and evaluates all aspects of the daily operation of the district library services.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Evaluates curriculum and provides recommendations in all transfer disciplines including Biology, Chemistry, Psychology, Sociology, Anthropology, Physics, History, etc.	10%
2.*	Provides and coordinates centralized control of library services, including acquisition, cataloging, and processing of material, and automation services.	10%
3.*	Hires, trains, supervises and evaluates all district library services faculty and staff. Prepares and administers budgets for district library services.	10%
4.*	Evaluates and certifies teaching credentials for faculty in transfer disciplines.	10%
5.*	Coordinates college-wide academic programs including College Preparatory Program and special projects.	10%
6.*	Initiates and provides policy and programmatic recommendations on courses, fees, budget implications, etc.	10%
7.*	Responds to internal and external requests relating to policy on curriculum, and state regulations and requirements.	10%
8.*	Chairs district committees including Tenure Committee.	5%
9.*	Addresses student issues, inquiries, and complaints on a wide variety of College issues.	5%
10.*	Coordinates college-wide learning resources mission, goals, objectives, administrative policies and procedures.	10%
11.*	Prepares and disseminates library information. Accumulates statistics and maintains records.	5%
12.	Coordinates and prepares articulation agreements for AA programs.	5%
13.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Master's Degree required.
<i>Work Experience:</i>	7 to 10 years.
<i>Planning Scope:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.
<i>Impact on Budgets:</i>	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.
<i>Impact on Grant Funds:</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 on Revenue Generating:</i>	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.
<i>Impact of Decisions:</i>	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.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	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.
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.
<i>External Contacts:</i>	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.
<i>Level of Supervisory Responsibility:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results of those departments.
<i>Nature of Work Supervised:</i>	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.
<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 the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several schools.
<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.

