

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Campus Services Supervisor		<i>BOT Date:</i> Oct 1, 1996	
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0816	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Plans, directs and supervises Campus Services department for assigned campus(es) to include employees engaged in the operation of duplicating equipment, service workers, department secretarial staff, mail room staff, and/or message center for faculty and staff on assigned campus(es). Acts as liaison between Campus Services department and the faculty and staff to ensure appropriate and effective campus services are provided.

KEY RESPONSIBILITIES

% OF TIME

	KEY RESPONSIBILITIES	% OF TIME
1.	Plans, directs, and supervises the work of employees engaged in the operation of duplicating equipment and of service workers on assigned campus.	30%
2.*	Prepares department budget, payroll, work schedules, and annual evaluations. Orders supplies for department and assists in all Campus Services areas as needed.	30%
3.*	Plans, assigns and reviews work of typing pool responsible for typing for faculty and staff.	15%
4.*	Supervises mailroom staff and message center for faculty and staff on assigned campus to ensure smooth flow of mail and effective public relations.	15%
5.	Compiles and submits to the administration monthly reports based on monthly duplication charges, productivity, usage, etc.	10%
6.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Supvr, Campus Svcs	Class Code: E0816	Position Level: H
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	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>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<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>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<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>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<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.	