

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Assistant to Dean		<i>BOT Date:</i> Oct 1, 1996	
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0709	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Supervises, coordinates and directs the daily administrative functions of an assigned department to ensure efficient office operations. Supervises, assigns, schedules and evaluates assigned staff. Assists in developing and coordinating staff development and trains employees as needed. Assists in writing, reviewing and updating policies and procedures related to office functions. Prepares reports and assists Dean in other office functions as assigned.

KEY RESPONSIBILITIES		% OF TIME
1.	Supervises, plans, assigns, schedules, and coordinates work of office staff to ensure efficient office operations. Evaluates performance of assigned staff.	30%
2.*	Communicates all policy and procedure changes to staff. Arranges staff meetings to ensure coordination of and efficient office functions.	10%
3.*	Trains staff as needed and assists in developing and coordinating staff development.	10%
4.*	Handles and works to resolve routine student and staff concerns and complaints.	10%
5.	Acts as liaison between staff, faculty and administrators. Explains office policies and procedures to students and staff as needed.	10%
6.	Assists in writing, reviewing and updating policies and procedures.	10%
7.	Communicates and interacts with students and public to further the interest of the College.	10%
8.	Prepares correspondence and reports and maintains essential files and records.	10%
9.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Asst to Dean	Class Code: E0709	Position Level: G
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Masters Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience required.	
<i>Planning:</i>	Plan 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 department or equivalent.	
<i>Impact on Budgets:</i>	Provides 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. No impact on grant funds or revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which typically affect the entire department.	
<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. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<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>Communication with Others:</i>	Requires regular internal 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. Requires regular personal contact with the public.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. 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 entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<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.	