

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Dean of Associate Science Degree Program *BOT Date:* Sept 9, 1996

Level: ADM05 *FLSA:* Exempt *Class Code:* A0511 *Adm. Rev.:*

GENERAL DESCRIPTION

Supervises and coordinates the operation and administration of all academic programs in the Associate in Science area.

KEY RESPONSIBILITIES

% OF TIME

1.*	Supervises faculty and staff involved in the Associate of Science degree program.	20%
2.*	Addresses and works to resolve faculty and student problems and complaints.	20%
3.*	Schedules classes, rooms, cancellations, loan sheets, etc.	10%
4.*	Coordinates and ensures the preparation and timely handling of paperwork to include purchasing, payroll, and employee evaluations.	10%
5.*	Handles inventory control for assigned area.	5%
6.	Attends meetings concerning various issues and participates in College functions.	20%
7.	Plans and controls budget for assigned area.	10%
8.	Plans equipment needs and related repairs for various departments	5%
9.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Dean, Assoc Sci Prog	Class Code: A0511	Position Level: ADM05
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Master's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<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>	Recommending/Contributory: 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 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 recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Analytic: 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>	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 making 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 for effective operation and results of the unit.	
<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 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.	