

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Public Service Program Coordinator	<i>BOT Date:</i> Oct 1, 1996		
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0702	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Organizes, schedules, coordinates and monitors the public service program to ensure effective operations of and activities provided by the Corrections Academy/Law Enforcement Academies in compliance with state and federal standards and guidelines.

KEY RESPONSIBILITIES

% OF TIME

1.*	Organizes, schedules and coordinates facilities, equipment, materials and activities of law enforcement academies; ensures adequate supplies and equipment available. Ensures proper maintenance of facilities and equipment.	25%
2.*	Monitors, verifies, administers and records standardized examinations in accordance with Florida Department of Law Enforcement standards and guidelines.	20%
3.*	Monitors all phases of ongoing programs and prepares and submits reports to ensure adherence to all Florida Department of Law Enforcement standards and guidelines.	20%
4.	Interviews, screens and recommends for hire certified instructors.	10%
5.	Evaluates instructors, courses and curriculum to ensure effective program provided for students.	15%
6.	Solicits input from outside agencies regarding courses needed for program certification or to enhance program offerings.	5%
7.	Acts as liaison to local law enforcement agencies.	5%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Publ Serv Prog Coord	Class Code: E0702	Position Level: G
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	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 department or equivalent.	
<i>Impact on Budgets:</i>	Has 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. No impact on grant funds or revenues.	
<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>	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 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 are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar 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. Regular external contacts may be required to carry out programs and to explain specialized matters or work requiring contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<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. Typically responsible for performing some non-supervisory duties. 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 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.	