

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Executive Director, FL-ATE		<i>BOT Date:</i> October 20, 2004	
<i>Level:</i> ADM 06	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0606	<i>Adm. Rev.:</i>

GENERAL DESCRIPTION

Establishes and implements the grant-funded education and training services which maximize employment opportunities, enhance economic development efforts, and increase profitability and productivity of manufacturing and industry. Assists manufacturing and industrial labor organizations in addressing technological, structural and organizational change in the marketplace. Supervises staff and various contractors.

KEY RESPONSIBILITIES

% OF TIME

1.*	Plans, coordinates, supervises and evaluates center-wide and community-wide approaches to the development and delivery of current and customized education and training for manufacturing and related technologies in credit and non-credit venues.	30%
2.*	Implements region-wide FL-ATE projects for partner institutions and related businesses and industries.	20%
3.*	Manages operational and instructional budgets for all FL-ATE related projects.	10%
4.	Maintains contacts with executive level managers in industry, governmental agencies, and communities that influence FL-ATE related activities.	10%
5.	Analyzes legislative and policy issues at local, state, and federal levels which impact the delivery of educational and training services to project partners involved in FL-ATE.	10%
6.	Conducts strategic analysis of technological, structural, and organizational changes in the marketplace needed to provide effective services to FL-ATE partners and manufacturing organizations.	10%
7.	Facilitates programs that involve multi-partner participation and inter-college projects for the delivery of instruction and services to business, industry, and labor in the manufacturing community.	10%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Master's Degree required, doctorate preferred.	
<i>Experience:</i>	7-10 years of prior related work experience required.	
<i>Planning:</i>	Plans events that will occur during the year and have some effect on the organization's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the entire college.	
<i>Impact of Actions:</i>	Operating Budget and Grand Funds Responsibilities: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action. Revenue Generating Impact: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.	
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of the Center. Develop strategic plans for the operation of FL-ATE.	
<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.	
<i>Decision Making:</i>	Supervision is present to review established departmental and/or center project objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems. Reviewing standard technical manuals and administrative procedures and modifying them for unusual situations usually leads to solutions.	
<i>Communications with Others:</i>	Regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Work requires continuing personal contact with the public.	
<i>Supervision of Others:</i>	Makes 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. 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 campuses of HCC and partner institutions.	
<i>Job-Related Knowledge:</i>	Work requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Integrate information from many diverse areas. Work requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Is a recognized expert in the field and consultative resource by others outside of HCC.	
<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 project outcomes and long-term goals.	
<i>Working Conditions/Physical Effort:</i>	Works requires only minor physical exertion and/or physical strain. Work environment involves on infrequent exposure to disagreeable elements.	