

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Special Assistant to the President for Strategic Planning and Analysis			<i>Approval Date:</i> June 11, 2007 <i>Approved by:</i> College President
Level: ADM04	FLSA Status: Exempt	Class Code: A0403	<i>Adm Rev:</i> 7/6/09

GENERAL DESCRIPTION

Responsible to the College President for leading the strategic planning, continuous improvement, and grants processes of the college. Oversees development and execution of the institutional research agenda in support of planning, assessment, evaluation, policy formation, and decision making at the institution and programmatic levels, and ensures achievement of mission and strategic goals. As such, may be assigned to a broad range and diversity of projects of institutional significance as an emissary of the President. Manages the program review process for HCC. Advises the President and college leadership on issues of strategic planning, institutional performance, and compliance with external mandates.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Directs the activities related to institutional planning and assessment and program development to include providing leadership for planning and evaluation activities to support the College's mission and accomplish strategic goals, to maximize institutional effectiveness and ensure SACS compliance, and to secure grant funding for related initiatives.	15%
2.*	Responsible for establishing the institutional research agenda for the college to support strategic planning, decision making, policy formation, program review and other initiatives to further continuous improvement and to establish standards of service excellence.	20%
3.*	Serves as the institution's Accreditation Officer and the chair of its decennial Accreditation Leadership Team.	15%
4.*	Manages the program review process for all academic and nonacademic/administrative areas of the college.	15%
5.*	Responsible for the administrative oversight of the college Grants Process including its approval, modification, and implementation to include specific duties in executing those portions of the process that involve the President's Cabinet.	15%
6.	Provides policy advice and consultation to the president and college leadership to develop goals and assessment activities, and to ensure that accountability, accreditation and other external mandates are integral to the College's planning and operations.	10%
7.	Responsible for administrative oversight of the departments of Institutional Research and Management Information Systems. Actively participates in research design and execution, assessment and evaluation processes. Ensures the dissemination of research results to the user community.	10%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Master's Degree required, Ph.D. preferred, to enable the design, implementation, oversight, and analysis of original research.	
Experience:	Ten years or more of prior related work experience required.	
Planning:	Makes formal plans that are strategic in nature, and have future impact three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire College.	
Impact of Actions:	<p>Operating Budget – Has full authority to delegate control of the budget to reporting directors.</p> <p>Revenue Generating Impact – Provides supportive analysis and recommendations which impact the expense or revenues but with no authority to spend the budget.</p>	
Impact of Decisions:	Work of position involves leadership which routinely affects campuses of HCC as well as the district office.	
Complexity:	Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent is typically created by this position.	
Decision Making:	Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies.	
Problem Solving:	Problems are complex, varied and frequently unprecedented. A high degree of analytical ability, deductive/inductive thinking is required to solve technical and complex problems. Solutions affect College policy or operations.	
Communications with Others:	Regular contacts with internal persons of influence involving tact, discretion, and persuasion in obtaining desired actions. Requires the ability to interpret and clearly communicate complex research results, procedures, and policy recommendations to a wide audience. Discretion is required in working with confidential information. Regular external contacts to carry out organizational programs.	
Supervision of Others:	Supervises departmental activities with full responsibility for effective operations and results. Nature of work supervised requires training and experience.	
Job-Related Knowledge:	Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level or organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by others outside HCC.	
Innovation/Creativity:	Work requires the development of innovative methods. This is a significant part of the job and impacts the College as a whole. May impact the overall competitive position of the College.	
Working Conditions/Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Much time is required operating a computer.	