

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Grants Communications Specialist

Approved: September 30, 2009

Level: I

FLSA Status: Nonexempt

Class Code: N0932

Approved By: College President

GENERAL DESCRIPTION

Responsible for providing assistance and support to administration in the planning, design, development and management of various communication projects and initiatives. Participate in planning of special projects related to internal and/or external communications.

KEY RESPONSIBILITIES

% OF TIME

1.*	Develop, edit and distribute regular newsletter to FLATE stakeholders.	20%
2.*	Produce regular articles for other organization newsletters.	20%
3.*	Write and distribute press releases for FLATE projects, events and activities.	15%
4.*	Keep NEWS area of website and Facebook up to date.	10%
5.	Maintain press database and maintain contacts.	10%
6.	Lead special media, press and/or news special projects.	15%
7.	Interface with the webmaster to keep the FLATE and Made in Florida sites current and fresh.	10%
8.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function.

<i>Class Title:</i> Grants Communications Specialist	<i>Class Code:</i> N0932	<i>Level:</i> I
KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree or Two-year College equivalent required.	
<i>Experience:</i>	2 to 3 years prior related work experience required.	
<i>Planning:</i>	Plans events that are expected to occur from one to three months. Scope of planning is department or equivalent.	
<i>Impact of Actions:</i>	<i>Operating Budget Responsibilities:</i> Provides incidental services indirectly related to the use of misuse of expense or revenues. <i>Grant Fund Responsibilities:</i> No impact on grant funds. <i>Revenue Generating Impact:</i> No impact on revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. 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. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions involve identification and analysis of diverse problems.	
<i>Communications with Others:</i>	Requires regular contacts to carry out programs and to explain non-specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies.	
<i>Supervision of Others:</i>	Authority which is limited. Nature of work supervised is technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications and data retrieval.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students. Results 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. Typically sitting at a desk or table, intermittently sitting, standing, stooping. Occasional lifting of 25 lbs or less. Work environment involves only infrequent exposure to disagreeable elements.	