

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Continuing & Community Education Officer		<i>Approval Date:</i> September 5, 2008	
<i>Level:</i> E	FLSA Status: Exempt	<i>Class Code:</i> E0577	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Responsible for the design, development and delivery of The Centers of Continuing Education Allied Health, Recreation & Leisure/Lifelong Learning, Regulated and other related programs. Executes a management plan to obtain, maintain and retain existing and/or prospective clients. Responsible for instructional staffing for The Centers and supervision of office activities to ensure effective and efficient operations.

KEY RESPONSIBILITIES

% OF TIME

1.*	Oversees the design, development and delivery of The Centers of Continuing Education Allied Health, Recreation & Leisure/Lifelong Learning, Regulated and other related programs.	25%
2.*	Executes a management plan that meets and exceeds obtaining, maintaining and retaining of existing and/or prospective clients of The Centers for Continuing Education.	15%
3.*	Initiates, cultivates and maintains professional relationships with current customer base, community agencies and prospective new customers. Collaborates effectively with other performance groups to ensure seamless execution of programs.	15%
4.	Plans and prepares community service programs and grant activity where applicable.	5%
5.*	Recruits, interviews and selects instructional staff for Centers of Continuing Education programs.	10%
6.	Represents The Centers for Continuing Education in community, state and out-of-state markets, associations and other forums to maintain customer interface.	10%
7.	Supervises office activities to ensure effective and efficient operations.	10%
8.*	Maintains contact with local, state and regulatory agencies to ensure program compliance.	10%
9.	Performs other related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelors degree required.
<i>Experience:</i>	3 to 5 years of prior work related experience.
<i>Planning:</i>	Plans exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position is college-wide.
<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.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing assessment plans for one or more campuses.
<i>Complexity:</i>	Broad in scope covering one or more complicated areas. A high degree of analytic ability and inductive thinking is required.
<i>Decision Making:</i>	Independent judgment is required to recommend objectives, evaluate new approaches and assess changing conditions. Supervision reviews objectives.
<i>Problem Solving:</i>	Problems are complex and varied. Must be able to develop new, non-standard approaches.
<i>Communications with Others:</i>	Regular internal and external contacts to carry out programs and to explain specialized matters requiring cooperation, explanation and persuasion. Occasionally requires personal contact with the public.
<i>Supervision of Others:</i>	Has responsibility or authority limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline, working knowledge of related fields and 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 is typically performed in an office, library, or computer room and involves sitting at a desk or table with intermittent sitting, standing, or stooping. Occasional lifting of 25 pounds or less.

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