HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Campus Services Manager

Level: F  FLSA Status: Exempt

Class Code: E0656

Approval Date: November 9, 2012

Approved By: College President

GENERAL DESCRIPTION

Plans, directs and supervises the Campus Services unit and personnel of the Risk department for assigned campus(es) to include campus card, reprographics, mailroom, records retention, and reception. Acts as liaison between Campus Services department and the faculty and staff to ensure appropriate and effective campus services are provided.

KEY RESPONSIBILITIES

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<thead>
<tr>
<th></th>
<th>% OF TIME</th>
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<tr>
<td>1.* Plans and administers the Campus Services units at the College which include District Copy Center, District Mail Room, Records Retention, Campus Card Program and Reception Desk.</td>
<td>30%</td>
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<td>2.* Prepares and monitors all unit budgets.</td>
<td>20%</td>
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<td>3.* Supervises and evaluates Campus Services unit members. Interacts with OIT students, faculty, staff and other College departments.</td>
<td>20%</td>
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<td>4. Approves requisitions, invoices and web time entry.</td>
<td>15%</td>
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<td>5. Monitors card system utilization, system integrity and security, and provides detailed reports and analysis with adherence to and maintenance of financial reporting procedures for all units.</td>
<td>10%</td>
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<td>6. Assists in taking photos and card activation / production events.</td>
<td>5%</td>
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<td>7. Performs other similar and related duties as assigned.</td>
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* Indicates an "essential" job function.
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<tr>
<th><strong>Position Title:</strong> Campus Svcs Manager</th>
<th><strong>Class Code:</strong> E0656</th>
<th><strong>Position Level:</strong> F</th>
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### KEY JOB REQUIREMENTS

**Education:**
Bachelors Degree with 5 years experience; Masters Degree with 2 years experience.

**Experience:**
5 years experience with Bachelors; 2 years experience with Masters in campus card management, or campus and auxiliary services.

**Planning:**
Plans events that are expected to occur during the year and have some effect on the department’s annual expenditures and/or revenues. Scope of planning is college-wide.

**Budget:**
Have 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.

**Impact of Decisions:**
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.

**Complexity:**
Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found by using methods chosen before in other situations.

**Decision Making:**
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.

**Problem Solving:**
Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.

**Communication with Others:**
Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.

**Level of Supervisory Responsibility:**
Provide supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.

**Nature of Work Supervised:**
Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.

**Job-Related Knowledge:**
Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.

**Innovation/Creativity:**
Work requires using 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.

**Working Conditions/Physical Effort:**
Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.