HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: PSAV (Postsecondary Adult Vocational) Coordinator  
BOT Date: Oct 1, 1996

Level: G  
FLSA Status: Exempt  
Class Code: E0702  

GENERAL DESCRIPTION

Organizes, schedules, coordinates and monitors a PSAV program(s) to ensure effective operations and activities in compliance with state and federal standards and guidelines. Provide instruction for certain programs. Prepares required reports and maintains records.

KEY RESPONSIBILITIES

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<th>% OF TIME</th>
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<td>1.* Organizes, schedules and coordinates facilities, equipment, materials and activities ensures adequate supplies and equipment available. Ensures proper maintenance of facilities and equipment.</td>
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<td>2.* Monitors, verifies, administers and records standardized examinations in accordance with standards and guidelines.</td>
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<td>3.* Monitors all phases of ongoing programs and prepares and submits reports to ensure adherence to all standards and guidelines.</td>
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<td>4. Interviews, screens and recommends for hire certified instructors. May also provide instructional support for program(s).</td>
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<td>5. Evaluates instructors, courses and curriculum to ensure effective program provided for students.</td>
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<td>6. Solicits input from outside agencies regarding courses needed for program certification or to enhance program offerings.</td>
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<td>7. Acts as liaison to local outside agencies.</td>
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* Indicates an “essential” job function.
### KEY JOB REQUIREMENTS

**Formal Education:** Bachelor’s Degree is preferred. Substitution of experience for education allowed.

**Work Experience:** A minimum of 3 – 5 years experience. Technical certification and/or licensure may also be required for some programs.

**Planning Scope:** Four to Twelve Months: Plan events that will occur during the year and have some effect on the department’s annual expenditures and/or revenues.

**Planning Level:** The primary scope of planning activities in this position affects the department or equivalent.

**Impact on Budgets:** Recommending/Contributory: 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 on Grant Funds:** No impact on grant funds.

**Impact on Revenue Generating:** No impact on revenues.

**Impact of Decisions:** Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.

**Complexity:** Analytic: 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. Analytical ability and inductive thinking are required.

**Decision Making:** Varied: 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 are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.

**Internal Contacts:** Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.

**External Contacts:** Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.

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

**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:** Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.

**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.