

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2009**

PROGRAM MANAGER

FLSA STATUS: EXEMPT - PAY GRADE: 20 – P

JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS

JOB FUNCTION: MANAGERIAL/SUPERVISORY

GENERAL STATEMENT OF JOB

The Program Manager provides leadership in developing, planning, and implementing comprehensive post secondary adult vocational and continuing workforce education programs or Pathways to College High School Equivalency and/or ESOL instructional programs for delivery in support of College, campus, and/or departmental goals. An individual in this position organizes, directs, and controls the operations of the program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Organize, plan, and manage the development and administration of programs

Plan, direct, and control activities concerned with the program's curriculum, instruction, facilities, equipment, supplies, and materials.

Provide leadership, direction, coordination, and analytical interpretation in support of policy formulation and short term and long-term decision-making relating to assigned functions.

Develop budgets, plans, and staffing requirements for the operation of the program and may develop grants and external funding sources.

Provide external liaison with and represent the College in meetings with civic groups and community officials.

Administer the interpretation and application of College and departmental policies and procedures.

Provide direction, motivation, informational support, technical/professional guidance, and coaching to department personnel.

Ensure adequate training, development, and competence of department personnel.

Prepare or ensure preparation of necessary reports, charts, and correspondence relative to status, progress, costs, and operations.

Initiate and/or review and approve personnel actions including hiring selections, performance appraisals, promotions, pay changes, transfers, and leaves of absence.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university supplemented by a minimum of three (3) years of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 01/02

Revised: 4/09