

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTIONS, 1996**

EXECUTIVE DIRECTOR OF NASSAU CENTER

FLSA STATUS: EXEMPT – PAY GRADE: 26 - A

GENERAL STATEMENT OF JOB

The Executive Director of Nassau Center provides for the program development, management and development of the FSCJ-Nassau Center. Employees in this class act as the full time administrator assigned to Nassau County representing the college on many county, civic and community organizations. Responsibilities also include the budget and physical plant of a developing campus center, the supervision of all center staff and planning for center development.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Research programs and classes for Nassau site; meet with school superintendents and staff to plan for the present and the future; physically review the building renovations at the Nassau Center; monitor the physical plant for safety and security.

Negotiate rental, proposals and program contracts.

Direct and review budget purchases and transactions.

Develop procedures and policies for the Center and course/class schedules.

Recruit adjunct faculty; supervise and evaluate staff and faculty; train employees in proper procedures.

Participate in meetings; speak on behalf of the College to community groups; plan, schedule and facilitates workshops; develop reports and programs for community groups; solicit business and community support for the college.

Prepare correspondence, reports, summaries and contracts; respond to telephone calls and inquiries; develop reports and programs for community groups; develop marketing support documents in conjunction with the Publications department.

Conduct registration and associated duties.

Consult with other FSCJ departments for assistance with faculty certification, updated procedures, etc.

Type, answer telephones, order, deliver and pick-up supplies and equipment.

Monitor campus facilities.

Perform related duties as required.

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SUPERVISION RECEIVED

Supervision is received from the North Campus President.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by three (3) years of related experience.

PREFERRED QUALIFICATIONS

A master's degree in education, management and/or related areas from an accredited institution supplemented by ten (10) or more years significant work experience at a supervisory level.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard. Some tasks involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with students, faculty, subordinates, staff, supervisors, business professionals and the general public.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize descriptive statistics and statistical inference.

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 rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, 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). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, but may require exposure to extreme heat/cold or extreme weather conditions.