

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2000**

PROGRAM MANAGER, FAA CERTIFIED A & P SCHOOL

FLSA STATUS: EXEMPT - PAY GRADE: 24 – A

**JOB FAMILY: MANAGERIAL/SUPERVISORY-ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Program Manager, FAA Certified A & P School provides leadership in developing, planning, and implementing comprehensive post secondary adult vocational and continuing workforce education programs for delivery in support of College, campus, and/or departmental goals in accordance with FAA regulatory requirements. An individual in this position organizes, directs, and controls the operations of the school.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Organize, plan, and manages the development and administration of aviation airframe and powerplant training programs.

Plan, direct, and control activities concerned with the school'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 school in coordination with Director of Aviation Programs.

Provide external liaison with and represent the College in meetings with civic groups, community officials, and the Federal Aviation Administration.

Administer the interpretation and application of College and departmental policies and procedures within the aviation structural and powerplants mechanic school.

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 Director of Aviation Programs.

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SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Requires a bachelor's degree from an accredited institution 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.

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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: 09/00
Revised 6/2012