

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2019**

**EXECUTIVE DIRECTOR OF COMPLIANCE & OPERATIONS, WORKFORCE EDUCATION**

**FLSA STATUS: EXEMPT – PAY GRADE: 27 – A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS  
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

The Executive Director of Compliance & Operations, Workforce Education provides collegewide administrative and instructional leadership in the areas of Pre-College Programs, Adult Education, Workforce Education and related grants promoting entry into pre-college or workforce oriented educational, career and/or technical programs. This individual serves in a highly integrative and collaborative role across campuses, centers, and external sites to provide vision and leadership for a comprehensive approach to non-traditional student recruitment, retention, program evaluation, program completion, and transitioning to postsecondary and/or career pathway opportunities.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides leadership in developing, enhancing, and implementing program implementation and best practices for both Adult Education and Workforce Programs, including ensuring alignment with the Workforce Innovation and Opportunity Act (WIOA), compliance with grant expectations, consistent and sound funding policies, and federal/state regulations for workplace literacy, workforce development, regional economic development efforts, and the coordination of community education offerings.

Develops and implements College initiatives to recruit, retain, and transition pre-collegiate and workforce students to postsecondary and career opportunities, including advocating for noncredit programs throughout the College.

Leads recruitment initiatives in collaboration with marketing/communications and admissions/enrollment services for all non-credit programs, including establishing positive relationships with schools, community organizations/businesses, and non-profit agencies that have the capacity to support the college attendance and success of students

Plans, implements, and monitors a variety of delivery of instruction for both pre-collegiate and workforce programs, including use of technology, content development, faculty participation, financial planning, and equipment/software purchasing and resource development.

Collaborates with faculty, program managers, and deans in the ongoing development and revision of curriculum, instruction, class offerings, and program scheduling.

Oversees the collection and analysis of data required for performance-based funding, accreditation, continuous improvement, outcomes assessment and program review; monitors compliance with State accreditation and reporting standards, including the reporting of student attendance for all Adult Education and Workforce programs.

## **EXECUTIVE DIRECTOR OF COMPLIANCE & OPERATIONS, WORKFORCE EDUCATION**

Oversee and maintains attendance tracking process for both adult education and workforce programs, ensuring that attendance documentation is collected and submitted to Financial Aid on a regular basis in compliance with Federal Financial Aid requirements

Develops, implements and maintains program budgets; monitors and maintains locally funded projects ensuring compliance with federal, state and local guidelines; ensures program activities align with grant/contract requirements; evaluates program effectiveness

Manage all aspects of grants management for the federal Perkins Grant, all College Access Grants, and other assigned programs or grants, including collaboration with other College departments offering programs in the Career & Technical Education area.

Oversee and implement College processes and systems for performance-based funding per direction from Florida Department of Education, including maintaining a process for tracking, updating and reporting on program completers and coordinating funds distribution and budget oversight, as needed.

Performs other duties as assigned

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff, along with integrative supervision college-wide.

### **MINIMUM QUALIFICATIONS**

Masters' degree from an accredited institution supplemented by at least three years of supervisory experience, as well as a minimum of five (5) years of related experience

### **PREFERRED QUALIFICATIONS**

Additional graduate education with a concentration related to the assigned areas supplemented by five (5) years of supervisory and/or teaching 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.

## EXECUTIVE DIRECTOR OF COMPLIANCE & OPERATIONS, WORKFORCE EDUCATION

**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: 6/2019