

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2002**

**SENIOR SPECIALIST**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 15 - C**

**GENERAL STATEMENT OF JOB**

The Senior Specialist 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. An individual in this position organizes and coordinates the operations of the program.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Organizes, plans, and manages post secondary adult vocational and continuing workforce education programs.

Plans, directs, and controls activities concerned with the program's curriculum, instruction, facilities, equipment, supplies, and materials.

Provides leadership, direction and coordination of short term and long-term decision-making relating to assigned functions.

Develops budgets, plans, and staffing requirements for the operation of the program.

Under the direction of the supervising administrator, provides external liaison with and represents the College in meetings with civic groups and community officials.

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

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

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

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

Under the direction of the supervising administrator, initiates and/or reviews and approves personnel actions including hiring selections, performance appraisals, promotions, pay changes, transfers and leaves of absence.

Performs other related duties as assigned.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff.

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### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency and at least two (2) 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.

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**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: 9/02; Revised 1/05