



Job Title: Executive Administrative Director

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 121
FLSA Status: Exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position directs the activities of an assigned administrative related department or program; develops strategies to accomplish goals; implements policies and procedures; and develops and monitors an assigned budget. This position also oversees the planning, development, implementation and assessment of assigned area on a College-wide basis, across multiple platforms, in alignment with the College's brand, mission, vision, goals, objectives and priorities.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Oversees the planning, development, implementation and assessment of College-wide strategies for assigned area and across multiple platforms.
- Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.
- Directs operations and staff of assigned area including assigning and prioritizing work; conducting performance evaluations; ensuring staff is trained and following College policies and procedures; maintaining a safe and healthy working environment; and making hiring, performance/disciplinary and termination decisions.
- Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.
- Interprets and applies organizational policies and procedures to assigned area.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; and directs the monitoring and control of expenditures.

- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies
- Prepares and/or reviews reports, contracts, proposals and studies; makes recommendations on a wide variety of administrative or management policies.
- May provide support, expertise and/or supervision of assigned staff for College infrastructure systems including Microsoft Office 365, MS Teams, Hyper converged storage and servers, network switching, internet connectivity, Active Directory, Emergency Management Systems, MS Azure, and Oracle OCI cloud infrastructure.
- May oversee the development and deployment of communications and marketing plans, including content and creative for marketing and strategic communication assets (to include PR, public information and media relations) and advertising publications.
- May plan, coordinate, and oversee installation, maintenance, upgrades, and operations of College enterprise systems.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area (some positions may require higher education); five (5) years of related management work experience in assigned area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Management and leadership principles;
- Strategic planning principles;
- Public relations principles;
- Budget administration principles;
- Program management principles;
- Marketing principles;
- Negotiation and mediation techniques;
- Grant and/or contract administration principles;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
- Advanced principles of assigned area of responsibility; and
- Computers and related software applications.

Skills in:

- Analyzing and developing policies and procedures;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Preparing and giving presentations;
- Speaking in public;
- Mediating and resolving conflicts and problems;
- Managing multiple projects and programs simultaneously;
- Writing technical procedures, policies, grants, contracts, and/or other related detailed materials;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;

- Prioritize and assign work;
- Interpret and apply applicable laws, rules, and regulations; and
- Analyze, interpret, and understand technical and statistical information.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed dealing with crisis situations that require making decisions involving people, resources, and property.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.