



Job Title: Executive Director

CLASSIFICATION DESCRIPTION

Department: President Officer

Pay Grade: 119

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position provides leadership: for the development and implementation of College-wide initiatives, policies and practices to ensure students, employees/employment applicants, programs, and campus visitors experience equal opportunity and equal access to all services and support; for areas of compliance, advocacy and education; and for developing a vision and strategy that champions the importance and value of a diverse College environment.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Develops and proposes program plans for assigned area of responsibility, which includes: writing academic/student goals, ensuring alignment with overall College goals; and monitoring and evaluating program compliance with applicable goals and intended results.
- Monitors compliance with specified guidelines and requirements in assigned area; investigates and resolves problematic issues; designs and implements self-audit systems to ensure that programs and processes are in compliance with regulatory standards.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents the Department on committees.
- Supervises 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.
- Gathers, analyzes, and uses data to complete and submit all internal, state and federal equity reporting and to provide data driven recommendations and policy change to College leadership.
- Prepares, reviews, and submits a variety of reports, work papers, contracts, communications, schedules, and/or statements to and from internal departments, external agencies, and/or other applicable organizations.

- Implements a plan to work alongside Accessibility Services in support of student accessibility, accommodation appeals process, and website/electronic accessibility.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master’s degree in counseling, higher education administration, human resources management, or a related field; three (3) years of related work experience in human resources development and/or student affairs with preference to specific work in accessibility, and compliance applicable to higher education; 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:

- Principles, practices and procedures of and Human Resources Management;
- Employee development practices;
- Laws and regulations related to civil rights compliance in higher education and employment;
- Records management;
- Research service delivery methods; and
- Training, conflict resolution, and mediation methods.

Skills in:

- Handling sensitive and classified information with integrity;
- Working effectively in a diverse community of students and employees;
- Conducting effective research,
- Analyzing and planning;
- Developing, and implementing;
- Managing time;
- Communicating effectively, both verbally and in writing; and
- Presenting information to others.

Ability to:

- Interpret federal and state laws and regulations;
- Effectively share sensitive and difficult topics
- Maintain confidentiality; and
- Acknowledge needs of students and employees;

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.	<u>X</u>
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.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		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.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
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 regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

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.