Download

St. Petersburg College

Position Title: Dean, College of Computer & Information Technology

Pay Schedule	Pay Grade	Classification Series	Classification Title
Administrative & Professional	K	Academic Management	Dean

Job Summary for Positions in this Classification

This is the fifth of six levels in the Academic Management series. The classification is responsible for directing the activities of multiple programs or College-wide functions. Incumbents will be responsible for developing the strategic direction of assigned areas, interpreting the broadly defined goals, developing and managing a budget, and providing managerial direction to employees.

Position-specific job summary

Directly accountable for Applied Science and Technology Management program, including providing leadership for the faculty and staff at campus site, developing collaborative relationships and participative programs with industries, implementing, monitoring and executing quality student/academic programs.

Typical Essential Duties for Positions in this Classification

	These duties are a representative sample; position assignments may vary.	Potential Frequency
1.	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.	Daily 20%
2.	Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.	Daily 10%
3.	Directs the implementation of activities and operations for multiple academic departments or programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.	Daily 20%
4.	Guides curricular directions and reform; develops academic assessment strategies; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; ensures alignment with the overall mission and goals of the College.	Daily 10%
5.	Coordinates activities between multiple service areas and works to integrate and coordinate service areas.	Daily 10%
6.	Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, College, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other	Daily 10%

These duties are a representative sample; position assignments may vary.		Potential Frequency
	related events; establishes and maintains positive collaborative relationships with community groups and establishments.	
7.	Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.	Daily 20%
8.	Performs other duties of a similar nature or level.	As Required

Position-specific assignment within typical essential duties

- Uses strong administrative, management, and problem-solving skills to position the Bachelor or Applied Science degree in Technology Management to become a recognized leader in developing "trained students" in the central, west coast region of Florida and makes the program visible in the region;
- Fosters a climate of academic excellence. Provides innovative methods in the development and growth of the Technology Management program, invents and adopts interactive teaching/ instructional methods and collaborative learning experiences to deliver quality education;
- Provides leadership and support to secure and maintain accreditation by appropriate state, regional and national entities;
- Recruits 'first rate' faculty and recruits 'industry experts' as adjuncts and distinguished speakers;
- Builds consensus and fosters cooperation among Technology Management program faculty and faculty across disciplines. Proactively handles issues between students/ faculty and administration;
- Identifies and develops employment opportunities and fosters the placement of students;
- Promotes a student centered and culturally diverse environment, which emphasizes learning and teaching and sharing;
- Establishes a feedback mechanism to monitor and continually improve the program.

Educational Requirements*

Master's degree in Computer Science, Information Systems, Engineering, Telecommunications or in a related field to assigned area. Doctorate degree preferred.

Experience Requirements*

Five years (5) with a distinguished record of teaching and service in a college or university or senior-level management experience in industry; publications and recognitions in the professional societies and in the field of work; demonstrated success in the acquisition of external funding and development of community relationships. Applicants should also have experience in management in a professional environment including planning, budgeting, team building, problem solving and project management. Also required are excellent communication, interpersonal skills, proven record of professional accomplishments and effective leadership.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Licensing Requirements

None.

Knowledge, Skills, and Physical Requirements

Knowledge:

- Managerial principles;

- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Preparing and analyzing a variety of reports;
- Ability to teach at baccalaureate level in either the networking or computer programming areas;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data, ensuring data sufficiency;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Implementing public relations initiatives;
- Managing budgets;
- Developing long-term strategic plans;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Note

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Last Reviewed: Jun 07, 2013