Job Title: Associate Vice-President, Corporate and Community Development
Reports to: Provost, Lakewood Ranch Center
FLSA Status: Exempt
Level: 217
Position Class:

Job Summary:
This position is responsible for providing administrative direction to functions such as corporate training, professional continuing education and community enrichment programs throughout the College’s service delivery area. Provides leadership and guidance for program development and implementation for the division which includes Continuing and Community Education, Traffic Safety, Business Resource Center and noncredit and credit continuing workforce education through Workforce Solutions and Career & Technical Education and externally funded programs such as Small Business Development Center.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Promotes leadership and development of a community-responsive division which includes workforce development through Workforce Solutions and Career & Technical Education; professional development and avocational programming through Continuing and Community Education; driver improvement & DUI education through Traffic Safety Institute; entrepreneurial support through Business Resource Center and externally funded programs such as the Small Business Development Center.

2. Develops and implements non-credit courses and services using various instructional delivery modes to College campuses, off site locations as well as elearning to meet community and workforce needs and expand revenue generating opportunities.
3. Conducts daily operation of Lakewood Ranch Center for Innovation & Technology including coordinating building operations, determining usage, recommending policies and establishing procedures.

4. Recruits, hires and trains staff for administrative, instructional and support positions as well as facilitators and trainers for workforce training.

5. Represents College within the business community., Conducts presentations and disseminates information to all levels of the community. May serve on various community committees.

6. Oversees marketing of divisional activities including catalog, web brochures, news releases, special events in conjunction with team and college offices.

7. Participates in the design and implementation and operation of facilities on campus and offsite.

8. Prepares, submits and monitors division budgets, analyzes costs and determines revenue generating and cost cutting measures and ways to expand revenue and programming.

9. Directly supervises administrative team of directors as well as professional and career employees with division responsibilities; evaluates, and coaches Corporate and Community Development staff.

10. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Earned Doctorate from an accredited university and up to three years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than five years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc. Ability to apply concepts of basic algebra and geometry.

• **Computer Skills:**
  The employee must have a high level of working knowledge of word processing, spreadsheet, database, presentation, email, Internet, and mainframe operations for web design, registration, and course development.

• **Certificates and Licenses:**
  Valid Florida driver’s license.

**Responsibility for People and Property:**
The employee is responsible for the supervision of the administrative, instructional and support team for the Center for Corporate and Community Development.

Monitors general operating, restrictive and revenue generating accounts; currently performs oversight of accounts.

Responsible for office equipment and software, programmatic oversight for CCD on all SCF campuses as well as offsite locations.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all levels of SCF faculty and staff.

• **External Contacts:**
  This position has routine contact with top level representatives from business and civic organizations, community agencies, and local, state, and national education leaders.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

This position requires extensive travel weekly between campus sites and local business and community agencies. This position requires evening and/or weekend commitments at college functions and representing the college at business/community functions.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use manual dexterity, and lift up to 10 pounds. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance and lift up to 25 pounds. There are no special vision requirements.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all Manatee Community College employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each Manatee Community College employee is expected to know the College’s mission and goals.

2. **Customer Service:** All Manatee Community College employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** Manatee Community College employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** Manatee Community College employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** Manatee Community College employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** Manatee Community College employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. **Continuous Improvement:** Manatee Community College employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<th>Title</th>
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<td>Preparing Manager</td>
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