State College of Florida, Manatee-Sarasota
Job Description

Job Title: Assistant Director, IT Training
Reports to: Director, Workforce Development Services
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position is responsible for supporting technology, training and instruction at Corporate and Community Development.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, 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. Oversees and maintains 12 computer labs (Bradenton, Lakewood Ranch and Venice Campuses). Coordinates all hardware/software purchasing and issues.

2. Researches and updates course curriculum on an ongoing basis.

3. Provides an average of 6 hours direct instruction training.

4. Keeps current with software/hardware trends.

5. Designs technology courses and programs for Corporate and Community Development.

6. Coordinates the ACT Center, VUE Center, the I/Tech Programs and the CCD on-line computer training.

7. Plans and coordinates the scheduling of CCD technology training programs as all College sites and off-site locations.

8. Conducts outreach to the community for course needs and research to assist the Assistant Director, Workforce Development Services.

9. Recommends hardware, software, peripheral and other equipment to keep the technology labs up to date and prepared for oncoming courses.
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:**
  Bachelor's degree from four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **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.

- **Computer Skills:**
  Extensive knowledge of Banner, word processing, spreadsheet, email, internet, database, Keyboarding, presentation, Windows, and PC Administration software.

- **Certificates and Licenses:**
  None required. MCSE Preferred.

Responsibility for People and Property:
Supervises IT Training (CCD) staff.

Obtains technical specifications and quotes from vendors to assist in developing the CCD budget.

Receives payments for the I/Tech programs (amounts vary).
Responsible for software and hardware in one computer lab at Venice Campus, three labs at Bradenton Campus, six labs at Lakewood Ranch Campus, plus two mobile laptop labs. Software and hardware in instructor stations at Bradenton and Lakewood Ranch Campuses. Approximate value $550,000.00.

Responsibility for Communication:
• Internal Contacts:
  Routine contact with staff.

• External Contacts:
  Routine contact with representatives from computer sales, tech programs, training organizations, and students.

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.

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 use manual dexterity and talk or hear. The employee is frequently required to sit, and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 25 pounds. Special vision requirements include close, color, distance, and peripheral vision, depth perception, and the ability to adjust focus.

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

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota 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: State College of Florida, Manatee-Sarasota 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: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota 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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