State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Traffic Safety Institute
Reports to: Dean, Lakewood Ranch Campus
FLSA Status: Exempt
Level: 216

Job Summary:
This position is responsible for the direction of the Traffic Safety Institute including recommending, developing and monitoring rules, policies and procedures that result in compliance with State regulations and the College for the Traffic Safety Institute (T.S.I.). Director or designee acts as court liaison and probation liaison for the 12th judicial circuit. Director acts as clinical supervisor for the program.

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. Provides the administrative leadership for the DUI, Special Supervision and Driver Improvement programs within the T.S.I. Monitors the day-to-day activities of the T.S.I. to assure that it meets the policies and procedures of the College and abides by the regulations of the Florida Department of Highway Safety and Motor Vehicles. Oversees the scheduling and monitoring of all class schedules.

2. Maintains a system of confidentiality for all personal, clinical and court ordered information.

3. Insures that all professional personnel maintain current certifications and receive training requirements for re-certification.

4. Insures compliance with all State and College mandates by monitoring the writing and updates of the Department’s policies and procedures manuals for all program components.

5. Plans, facilitates and maintains documentation for quarterly meetings of the T.S.I. Board. Report to the College Board of Trustees on matters and questions relating to approval and current status of all T.S.I.

6. Participates in the Florida Association of D.U.I. Programs and other similar State and national organizations to remain knowledgeable about the legislative requirements and current trends that affect the T.S.I.
7. Represents the College in the community on issues of traffic safety. Researches and develops new traffic related programs that will provide a benefit to the community. Participates in drug prevention efforts on Campus or in the community.

8. Facilitates the annual T.S.I. fiscal audit by an independent audit firm. Coordinates the bi-annual D.U.I. program audit by the Florida D.H.S.M.V.; develops and maintains budget.

9. Supervises all permanent and off-site offices. Facilitates the relocation of offices to better meet clients’ demands, when needed.

10. Supervises and coaches all T.S.I. employees and contract staff and assures compliance with College policies.

11. Conducts substance abuse evaluations on a regular basis each week.

12. Serves on various committees, as required for the position.

13. Performs other duties as assigned.

**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:**
  Master’s degree from an accredited university in human services or related field, and five or more years’ related experience and/or training; or equivalent combination of education and experience.

  Required:
  - Four thousand (4,000) hours of experience in the substance abuse field
  - At least two thousand (2,000) hours of the required hours must be as a certified evaluator in a Florida DUI program.

- **Supervisory Experience:**
  Five or more years of direct supervisory experience, including formal training in supervision is required for this position.

- **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 procedures 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:**
  Basic knowledge of word processing, spreadsheet, database, internet, and email software, as well as working knowledge of College database software and Compliance Manager.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises T.S.I. staff.

Develops and administers three budgets totaling $1 million annually. Assures that the expenditure of funds meets State requirements.

Responsible for the function receiving $90,000 monthly in tuition/fees collected at 3 main locations.

Responsible for office furniture and machines, instructional materials computer software and equipment. Value approximately $100,000.00.

**Responsibility for Communication:**
• **Internal Contacts:**
  This position has routine contact with SCF staff.

• **External Contacts:**
  This position has routine contact with representatives from county court and probation, state departments, and T.S.I. clients.

**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, reach with hands and arms, and talk or hear. Frequently required to stand and sit. Occasionally required to walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell,
and lift up to 25 pounds. Specific vision requirements include close, 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. **Service Excellence:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   **RESPECTFUL**
   - Act in a courteous manner
   - Actively listen to gain full understanding
   - Demonstrate awareness of “everything speaks”
   - Show empathy and caring

   **RESPONSIVE**
   - Approach people in an inviting and pleasing manner
   - Take ownership of actions and decisions
   - Plan, anticipate, and be forward thinking
   - Answer and return phone calls and emails
   - Use proper communication etiquette
   - Banish the phrase “not my job”
   - Provide assistance to all inquiries and follow through

   **ACCURATE**
   - Do it right the first time
   - Be knowledgeable of product and how it interfaces with others
   - Ask probing questions
   - Use resources effectively and efficiently

   **COLLABORATIVE**
   - Participate in teams
   - Develop team skill sets
   - Learn available resources to be responsive to your constituents
   - Develop internal and/or external connections

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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