

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CENTER MANAGER- LEVY

PAY GRADE: P-13

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the college's Levy Center and its related programs, initiatives, and other management tasks as assigned.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required; Master's preferred.
2. Years of experience in field: Five or more years in administration required; community college experience preferred in areas related to assigned responsibilities.
3. Special skills or abilities related to position:
 - Ability to establish and maintain effective working relationships with students, faculty, staff and other constituents of the college and the community at large.
 - Knowledge of state and federal regulatory laws and accreditation standards as they relate to community colleges and programs administered by this position.
 - A proven leader with superior project management and networking skills with strong ability to manage, to work in teams and to share responsibility and credit.
 - Experience building coalitions and partnerships to move programs forward.
 - Ability to handle complex and sensitive assignments.

ESSENTIAL JOB FUNCTIONS:

1. Serve in a leadership role as the administrator for the Levy Center and its related programs.
2. Direct, supervise and evaluate the activities of the Levy Center.
3. Manage credit and non-credit educational programs at the Levy Center based upon college wide and community needs.
4. Recruit instructional faculty to support programs offered at the Levy Center.
5. Procure funding to support Levy Center initiatives.
6. Compile grant information and application materials for proposal preparation; review grant applications for correctness and accuracy before submission.

ESSENTIAL JOB FUNCTIONS: (continued)

7. Provide leadership for the Advisory Committees of the Center to secure community input about programs and future directions.
8. Coordinate with other campus offices on regular and ad hoc college wide issues that relate to instructional programming at the Center.
9. Develop and maintain annual budgets.
10. Represent the Levy Center at appropriate institutional meetings.
11. Serve as the college representative to select community groups as determined by the Provost.
12. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Senior Vice President.
13. Other duties as assigned by the Provost of the Levy Center.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Levy Center

SUPERVISOR OF POSITION: Provost, Levy Center