

PROFESSIONAL SERVICES SPECIALIST II

JOB SUMMARY

Under the coordination and supervision of a Professional Services Specialist I level or higher, is responsible for independently performing professional work of considerable difficulty using established policies, procedures, precedents and guidelines; may take the lead over lower grade titles; does related work as required.

EXAMPLES OF WORK

Organizes assigned work and develops appropriate methods for meeting goals and objectives.

Continuously reviews and evaluates workload; develops and implements improved methods as required.

Develops and recommends an appropriate budget for activities supervised.

Analyzes and interprets applicable principles, federal and/or state laws and regulations in the course of duties.

Interviews prospective subordinate staff members and makes recommendations concerning selection.

May assign and supervise the work of Professional Services Specialists III, IV, and clerical, part-time and/or student aids.

Monitors the work of students and/or staff; identifies problem areas and takes steps necessary to effect improvement.

Establishes liaison and coordinates responsibilities with other staff organizations that relate to or impact on assigned functions.

Prepares clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Attends and participates in meetings or college events related to assigned responsibilities.

May serve on standing and ad hoc committees.

Prepares correspondence in the course of official duties.

Maintains essential records and files.

The following is representative of specific duties which may be assigned at this level. This list is not inclusive.

Evaluates schedules of events and/or course offerings; recommends changes as indicated.

As required, teaches courses related to assigned functions.

Provides access to and/or develops and conducts training, workshops, and/or seminars for students, faculty and staff.

Supervises the fiscal affairs of the activities, organizations on facilities; reviews income and approves expenditures.

Provides specialized educational, vocational and personal counseling services to students of the college; makes referrals to appropriate counseling agencies on campus as required.

Organizes and oversees the acquisition, distribution inventory, and security of equipment, materials and facilities supervised.

Compiles and analyzes statistical, financial and other data.

Develops informative materials for publication.

Represents the college at conferences, meetings, seminars and to the public as required.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the position to be filled or an equivalency as determined by the appointing authority.

Experience

Three years professional experience in an institution of higher education or in education, higher education or other field that is directly related to the functions of the position to be filled or equivalency as determined by the appointing authority.

The minimum education experience standards for positions classified under this class title will vary depending upon the requirements of the specific position to be filled. In each case, these minimums will be determined at the discretion of the appointing authority.

Applicants who do not possess the required education may substitute required experience on a year-for-year basis (30 credit hours is considered one year of college.)

A Ph.D. or an Ed.D degree may be substituted for two years of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the theory, principles and techniques essential to performance of the specific responsibilities assigned.

Ability to acquire knowledge of college policies and procedures.

Ability to understand, analyze, interpret and apply established law, regulations, policies, procedures, precedents and guidelines.

Ability to organize assigned work, analyze problems and develop effective work methods.

Ability to provide confidential assistance to students with personal, marital, developmental and social problems.

Ability to establish liaison and coordinate responsibilities with other staff or organizations that relate to or impact on assigned functions.

Ability to provide advisory services to aid faculty and staff in working with students.

Ability to teach college courses.

Ability to train and supervise subordinate staff, graduate interns and/or graduate practicum students.

Ability to develop and conduct training, workshops and/or seminars for the campus community.

Ability to conduct research, analyze data and interpret findings.

Ability to plan and develop a budget for activities supervised.

Ability to prepare clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations.

Ability to represent the college at conferences, meetings, seminars and to the public.

Ability to prepare correspondence.

Ability to maintain essential, confidential records and files.