



THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
JOB DESCRIPTION

Name: Thompson, Benjamin
PCN: 520
Supervisor's Title:
FLSA Status: Exempt
Pay Grade:

Class Title:

Job Family: Information Technology

Class Description: The purpose of this class is to provide departmental leadership and direction consistent with the strategic vision of assigned division and the mission of the College.

Minimum Requirements: Associate's degree and eight years of experience. Bachelor's degree preferred.
(Note: This represents the lowest min quals of the group. Need CCBC input)

Class Essential Duties:

1. Provide direct supervision and evaluation to assigned staff.
2. Develop and manage operating budget for assigned unit college-wide, as required.
3. Hire, supervise, advise, and evaluate assigned staff.
4. Establish goals and objectives for operations consistent with CCBC's mission.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Position Specific
Essential Duties:

1.

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Core Responsibilities:

Productivity & Efficiency: Produce the required volume of high quality and accurate work.

Teamwork & Leadership: Work actively within the department and other areas of the college to ensure a spirit of college-wide collaboration, collegiality, civility and teamwork.

Supports Cultural Diversity & Sensitivity: Address and support the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities. Be inclusive on a daily basis by being respectful of individual differences as well as opinions of those who are affected by decisions.

Integrity: Be honest and trustworthy in interactions with others.

Planning & Organizing: Plan and manage time so job responsibilities are accomplished.

Communication Skills: Use effective oral, written and electronic communication skills that promote positive relationships.



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Job Knowledge: Seek, master and effectively use relevant knowledge and technical skills to fulfill job role.

Dependability: Carry out and follow through on work projects in order to meet commitments and deadlines. Adhere to time frames, and arrive to work, meetings and appointments on time and prepared.

Problem Solving: Use effective problem-solving and decision-making skills to find and implement solutions.

Initiative: Be proactive and take initiative in day-to-day activities.

Service: Support the teaching and learning process; actively work to create and support a student-centered environment. Provide flexible, responsive and high quality service to all students, staff or community members, and seeks continual improvement of current practices and procedures.

Adaptability: Adjust to multiple demands, shifting priorities, and unexpected events. Accept new ideas and approaches to work.

Accountability: Accept responsibility and ownership for decisions, actions and outcomes.

Environmental
Conditions and Physical
Requirements:

Typical Working Conditions:

The following physical conditions and hazards may be encountered while working in this position:

Indoor environment
Outdoor environment
Noise
Mechanical hazards
Moving mechanical parts
Working in high places

Physical Requirements:

The physical activities required for this position involve:

Standing up to 2/3 of the time.
Walking up to 2/3 of the time.
Sitting over 2/3 of the time.
Using hands up to 2/3 of the time.
Reaching with hands and arms under 1/3 of the time.
Climbing or balancing under 1/3 of the time.
Stooping, kneeling, crouching, or crawling under 1/3 of the time.
Talking or hearing up to 2/3 of the time.

This position requires lifting:

Up to 100 pounds under 1/3 of the time.

Vision Requirements:

This position has the following special vision requirements:

Close vision (ability to identify and distinguish colors).