

FLORIDA GATEWAY COLLEGE

Job Description

EXECUTIVE DIRECTOR – BUSINESS, INDUSTRIAL AND AGRICULTURAL PROGRAMS

DISTINGUISHING CHARACTERISTICS:

This position is an administrative position providing administrative and developmental support for various business, industrial and agricultural programs at Florida Gateway College. This includes Horticulture and related programs, Business Management, Logistics, Engineering Technology, Welding, HVAC, and Cosmetology Programs. This position has a significant role in planning, budgeting, administering the academic programs, evaluating and recommending program plans and improvements, and the promotion of those programs.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Develops the academic plan for the year for all programs in the department, with projections for future years.

Recommends to the Vice President the appropriate budget for the department.

Recommends opportunities for instructor improvement and updating.

Supervises the programs to maintain standards, program improvement and program upgrading.

Coordinates scheduling of classes.

Conducts meetings to assist in meeting academic objectives.

Coordinates with other departments and divisions to provide quality education.

Supports the Vice President, and President in accomplishing their objectives.

Evaluates program plans and recommends improvements.

Builds relationships with local and college service area region business and industry.

Provides grant support and non-credit training to the region for programs in the department.

(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.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of teaching methods and latest trend in innovative instruction methods. Knowledge of personnel principles and practices. Knowledge of applicable State and Federal rules. Knowledge of the College's policies. Skills in interpersonal relationships. Ability to plan and delegate responsibility. Ability to evaluate programs and recommend improvements. Ability to plan, coordinate and supervise activities involved in applicable programs and activities. Ability to communicate effectively, verbally and in writing. Ability to develop and administer budgets. Ability to analyze problems and recommend solutions.

EDUCATION AND EXPERIENCE:

Master's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired and a minimum of five years management experience in education, agriculture, industry or closely related field.

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 in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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PROFILE

My association with Florida Gateway College since 1974 has given me the unique opportunity to be associated with golf and landscape programs that are known nationally and internationally. My role as an educator has been enriched by the involvement of representatives of major industry partners.

EDUCATION

Master of Science in Horticulture <i>Colorado State University</i>	1974
Bachelor of Science in Plant Science <i>University of Delaware</i>	1970

PUBLICATIONS AND SPEAKING

Wrote regular columns "Viewpoints from the Educator" for Brantwood Publications for over ten years.

Occasional articles on education topics for golf and landscape publications such as: "Golf Course News", "Landscape Management", "The Florida Green."

Given conference talks on golf and education related topics in Singapore, Thailand, Malaysia, England, and Finland as well as at the national Golf Course Superintendents Association of America Conference, the Rocky Mountain Turfgrass Association Conference, and at various Florida state conferences.

Regular talks annually to middle school and high school students on the importance of education, career exploration, and career opportunities in the golf, landscape, and other industries.

EXPERIENCE

Executive Director of Business, Industrial & Agricultural Programs <i>Florida Gateway College, Lake City, Florida</i>	July 1, 2011-Present
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In charge of several programs including Horticulture, Cosmetology, Welding, Heating/Ventilating/Air Conditioning, Engineering Technology, Logistics and Supply Chain Management, and Business Management Programs.

Director of Golf & Landscape Operations <i>Florida Gateway College, Lake City, Florida</i>	1987-2011
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The division includes three programs: Golf Course Operations, Landscape Technology, and Turf Equipment Management. Responsibilities include administrative duties involved in operating occupational programs: recruiting, budgeting, hiring and managing faculty and staff, alumni and industry relations, fundraising, public speaking, new program development, managing facilities, etc.

Landscape Instructor <i>Lake City Community College, Lake City, Florida</i>	1974-1987
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Responsibilities included teaching courses in the area of landscape plant materials, landscape design, and landscape installation and maintenance.

Military	1970-1972
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Member of the US Navy Reserve. Served twenty-one months of active duty with Antarctic Development Squadron Six. Went to South Pole twice.

AFFILIATIONS

Member through Florida Gateway College of: the Golf Course Superintendents Association of America, the Florida Turfgrass Association, the Florida Nursery, Growers and Landscape Association, Florida Association of Community Colleges; St. James Episcopal Church
