

FLORIDA GATEWAY COLLEGE

Job Description

DIRECTOR – WATER RESOURCES TRAINING PROGRAMS

DISTINGUISHING CHARACTERISTICS:

This is a professional position responsible for all aspects of managing and developing the non-credit, A.S., and BAS programs in water resources management at FGC. This position requires a motivated self-starter who is a team builder and who is skilled in working with industry, contract negotiation, strategic planning, and water quality/water management education.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions 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.)

Development/management of workforce education programs/budgets.

Coordinating with occupational and academic leaders in the development of industry requested college credit programs.

Coordinate with industry advisory boards, workforce boards, and other state agencies dealing with economic development especially as pertains to water resources.

Coordinate all activities of the water resource programs at FGC.

Maintain strong rapport with all aspects of water industries and coordinate an industry advisory council.

Develop fundraising opportunities with industry to enhance the function of our water programs.

Recruit and supervise instructors to teach industry oriented and college credit programs.

Responsible for maintaining inventory of supplies, equipment, materials, and facilities used by the programs.

Supervises and evaluates all assigned staff and instructors.

(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 trends in continuing workforce education especially as it pertains to water industries.

Knowledge of personnel principles and practices. Knowledge of private and public sector employers and economic trends in the area and statewide. Knowledge of the College's policies and programs. Ability to design and facilitate delivery of training programs to meet employer needs.

Ability to communicate effectively. Ability to analyze problems and recommend solutions. Skill in fiscal management, project management, contract negotiation, and development of partnerships.

EDUCATION AND EXPERIENCE:

Bachelor's degree with five years experience in teaching and/or management of workforce programs or water related industry. Experience in personnel management and interacting with industry; team builder. Valid Florida driver's license

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; some travel necessary.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Pamela Murawski

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Special Skills and Abilities:

- Grant Writing – written and received state and federal grants
- Speaking and Presenting - organizing, designing, and promoting education
- Extensive computer skills – digital design, instruction, and troubleshooting

Work Experience:

Director of Water Resources Management Programs, Florida Gateway College 2014-Present

- Direct all functions of the water resources programs
- Supervise staff
- Maintain constant rapport with industry
- Develop industry oriented training and education programs
- Maintain an industry advisory committee
- Manage all aspects of the non-credit, AS, and BAS programs, courses, and faculty

Education and Training Specialist, Florida Gateway College 2011-2014

- Coordinate Career Pathways program to create a seamless secondary to postsecondary transition.
- Research, develop, and maintain articulation agreements with school districts to provide postsecondary credit for eligible students.
- Collaborate to align secondary and postsecondary curriculum frameworks to develop effective exams for credit.
- Coordinate testing, assessment, and transcription of credit.
- Promote Career Pathways opportunities through classroom presentations, job fairs, and community events.
- Foster relationships between secondary and postsecondary resources; provide linkages to aid student transition.
- Participate in conferences and professional development related to Career and Technical Education.

Teacher, Columbia County School System 1996-2011

- State of Florida certification – English 5-9 and ESOL endorsement.
- Developed curriculum aligned with Florida Sunshine State Standards.
- Monitored and reported student progress ensuring professional delivery of progressively advanced content.
- Ensured students met grade-level expectations as measured by state and classroom assessments.
- Created and maintained positive relationships with students, parents, colleagues, and the community.
- Maintaining certification by continuing education in best practices.
- Produced newsletters, flyers, invitations, and advertisements for multiple audiences.

Project Coordinator, Project Pride 21st CCLC 2008-2010

- Site coordinator for Florida's 21st Century Community Learning Center after-school program.
- Developed, wrote, and implemented an effective after-school program.
- Responsible for meeting state and federal guidelines in grant writing, data collection and analysis, and annual reporting.
- Developed and monitored budget, identified resources and materials, coordinated services between school, agencies, and the community, ensured quality educational programs and delivery of services on-time and within budget, as measured through periodic project reports and goal analysis.
- Managed staff, payroll, equipment, and facilities.
- Produced documents for multiple audiences including newsletters, flyers, invitations, advertisements, and business communications.

Education:

- BS.Ed. Black Hills State University, Spearfish, SD 1992-1995
- MA. Career and Technical Education, University of South Florida 2012-2014
- Currently working in Doctoral Program, Career and Workforce Education, USF 2014 - Present