



POSITION ANNOUNCEMENT

Manager- Safety Programs / Business & Industry Services

CAMPUS: Sandersville

STATUS: Full Time (Exempt)

DUTIES: The Manager is responsible for managing complex activities for all safety programs & business/industry services offered through the Economic Development Department at Oconee Fall Line Technical College. This position has general oversight of the Mine Safety Grant & associated training including: MSHA New Miner A, B, C, Annual Refresher, Medic First Aid. General oversight of additional safety training including: Respiratory Fit Testing, OSHA Forklift Safety, Confined Space, OSHA general industry training, and other task training. Responsible for general sales & marketing of safety programs / customized training. Develops customized training agreements with business and industry as related to safety programs/and short-term customized training. Conducts training as needed. May include travel to training sites or to promote the program. Oversees/assists instructors with development of course curriculum. Oversees grant requirements related to MSHA & other grants. Assists the Vice President of Economic Development with promotion of the department in the community. Maintains required documentation and completes reports as needed.

MINIMUM QUALIFICATIONS: Bachelor's degree in training, safety or a closely related field ***OR*** five (5) years of experience in a safety training setting. Supervisory experience is required.

COMPETENCIES: Skill in the use of computers and job related software; Skill in planning and organizing projects; Skill in oral and written communication; Skill in interpersonal relations and effective problem solving methods; Skill in analyzing data and situations for accurate assessment; Knowledge of the college philosophy and objectives as they relate to performance; Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education; Ability to work with staff and faculty in integrating effective assessment practices; Ability to supervise, advise, and mentor staff; Ability to provide leadership in high-pressure situations.

SALARY/BENEFITS: \$50,000-53,000 Salary is commensurate with education and experience. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered.

Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby 478.553.2056

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478.553.2124