

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Regimental Programs Manager

### POSITION OVERVIEW

Reporting to the Commandant of the Regiment, the Regimental Programs Manager – known as the Regimental Programs Officer - is responsible for long range planning and tracking of regimental events supporting 700+ students as well as daily scheduling (Plan of the Day and Watch bill). The position oversees the coordination of three teaching teams and submits completed Standards of Training, Certification & Watchkeeping (STCW) competencies for the professional development program to the STCW Coordinator. The incumbent of this position participates in the annual training cruise. Assists the Commandant with input for budget and report preparation. Judgment and initiative are frequently exercised.

### DUTIES

- Supervises and coordinates overall administrative activities for the Regimental Office.
- Handles all tasks associated with daily schedules within the Commandant's Office.
- Prepares purchase order requests and controls supplies and equipment.
- Processes confidential information.
- Maintains accurate records and files.
- Manages port expenses and services/contracts both overseas and domestically.
- Liaises with HR in the coordination of internal paperwork for the hiring of temporary employees for the annual training cruise. Maintains a roster of hires.
- Plans and oversees regimental events including but not limited to the Regimental Awards Banquet and the Regimental Change of Command.
- Plans receptions on training cruise to include oversight of catering, invitations, security (port and ship), and programming.
- Handles logistics, preparation and budget for the annual Dining In program, scheduling hosts, catering and training of @250 students.
- Supervises students in publishing work schedules, watch requirements, and long range planning.
- Participates in the administration of the Academy Drug Testing Program.
- Oversees the administration of the Regimental Personal Development Course.
- Teaches Personal Development classes.
- Works with the STCW Coordinator to track student progress in license programs.
- Handles in-person, written inquiries and telephone requests. Drafts written letter and email responses to correspondence for the Commandant.
- Wears approved Regimental uniform.
- Part of 7-day per week duty rotation.
- Reconciles budget and expense statements with department account.
- Responsible for management of Cruise Fund (fund for incidentals, etc.)

- Screens calls, visitors and mail for the Commandant: acts as intermediary, maintaining contacts with others.
- Proactively manages Commandant's schedule, including screening of meetings, resolution of issues where appropriate, and researching and preparing materials and subsequent action items.
- Schedules meetings, conferences, and travel for department as necessary.
- Participates in the annual training cruise.
- Responsible as purser/disbursing officer on training cruise.
- Works one weekend per month as duty officer.

*This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

### **SKILLS**

- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required.
- Ability to work in a student-oriented training environment
- Excellent organizational skills
- Ability and desire to inspire, motivate and mentor students and others.
- Ability to work with people in a close, intense environment while providing effective service and advice.
- Ability to be flexible to changes of schedule.

### **REQUIREMENTS**

- Bachelor's Degree required
- Minimum 5 years' experience in office/program management.
- Ability to obtain TWIC & MMD
- Superior computer proficiency, especially with Microsoft Office products, data entry and report-writing. Ability to learn new software as required.

### **SPECIAL REQUIREMENTS**

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same

- Criminal Background check required
- Tobacco-Free workplace

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Exerting up to 10 pounds of force to move or pick-up objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
- Underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- Office setting requiring use of keyboard and computer screen.

Job Title: Regimental Programs Manager Job Code: \_\_\_\_\_

Wage Grade: 17 Total Points: 422

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	2	20
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	2	16
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	5	40

Date of last reclassification 02/2017