

FORT SCOTT COMMUNITY COLLEGE
Position Description EN01

NAME: **JOB TITLE:** Director of Environmental Water Technology

DIVISION/DEPARTMENT: Environmental Water Technology

RESPONSIBLE TO: Director of Miami County Campus

MONTHS PER YEAR: 12 **HOURS PER WEEK:** Exempt **UPDATE:** 10-2025

CREDENTIALS/QUALIFICATIONS:

- Minimum of an Associates Degree, Bachelor's Degree preferred
- KDHE Level IV Water and/or Wastewater certification preferred
- Municipal experience preferred
- Grant experience preferred
- Excellent speaking and writing skills
- Ability to communicate effectively
- Leadership abilities
- Computer knowledge
- Valid Kansas driver's license

JOB PURPOSE: The director is responsible for overall planning, coordinating and leadership in the Environmental Water Technology Department.

DUTIES AND RESPONSIBILITIES:

- Oversee daily operations and activities of the FSCC Environmental Water Technology Program
- Promote Environmental Water Technology Program within county and surrounding communities
- Coordinate department meetings and advisory committee meetings.
- Actively participate in college activities and initiatives.
- Travel required for some workshops and classes.
- Other duties as assigned by the Director of Miami County Campus
- Supervise the professional staff in the department
- Preparation and administration of the departmental budget
- Attend meetings and conferences as required by the college
- Coordinate and teach some of the workshops and classes, including classes at the Miami County Campus.
- Assist with the advertising and registration of students interested in the EWT Program.
- Recruit students and municipalities to the program.
- Travel to cooperative internship sites to evaluate students and promote program.
- Participate in professional development activities.

All job descriptions are subject to revision based on changing needs of the College

Signature

Date