



International Code Council (ICC) Examination Program Manager

International Code Council
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Job Title: Examination Program Manager
Original Date: September 2019
Reports Directly To: Assessment Center Director

Department: Assessment Center
FLSA Status: Exempt
Location: Birmingham, AL

Position Summary:

The Assessment Center Division of ICC is responsible for development and administration of currently four testing-related services: the ICC National Certification Program; a state certification program; a national contractor/trade testing program; and contract testing support services provided in support of outside associations. This division has a full-time staff of 8 led by the Director of the Assessment Center (Director).

The Examination Program Manager is responsible for facilitating development of examinations and examination items (questions) according to ICC departmental processes and psychometric standards. The Examination Program Manager works closely with the larger Assessment Center team to provide these services, and reports to the Assessment Center Director.

Position Responsibilities:

- **Examination Development Committees (EDCs):** manage assigned EDCs consistently using/following uniform ICC departmental processes and psychometric standards. Work with the EDC Chair and Assessment Center Director toward recruitment of members, preparation of agenda, meeting notices, training of members, and posting of minutes. Monitor/report the quality of output and services provided by EDCs to the Director. Must be able to use and master item-banking software in real time during EDC meetings, primarily via web/teleconference but occasionally in person.
- **Examination Quality Control:** ensure all assigned examinations and items follow ICC-established rules of style, format, and basic grammar. Monitor and provide periodic reports on the quality of exams which are assigned against quality goals as specified by the Director.
- **Form Assembly:** assist as assigned to monitor the quality of forms which are assembled for assigned levels.
- **Examination Performance:** monitor the quality of assigned examinations through use of examination administration reports, including item and scoring analyses. Document review of reports as required by departmental policy.
- **Examination Validation Records:** develop and maintain examination validation and other records consistent with departmental policy. Provide quality reports for third-party accreditation.
- **Client and Candidate Support:** represent ICC as called upon for assigned clients. Monitor quality of services provided to examination applicants by staff.
- **Quality Assurance Reports:** Provide written reports on the quality of examinations which are assigned in format and frequency as specified by departmental policy.
- Business Development.
- Participate in strategic planning and budgeting. Monitor expenses of assigned EDCs.
- Present ICC services to Chapters and outside agencies as assigned.
- Program Administration.
- Provide first-level (staff) reviews and reports on technical item challenges. Monitor the quality and accuracy of public information specific to assigned examinations; keep documentation on assigned examinations and clients current.
- Research and Development.
- Assist with research and development of technical, administrative, and business systems as assigned by the Director.
- Perform other duties as assigned or requested when workload allows.

Essential Skills and Education / Experience:

- Minimum of Bachelor's Degree in English, Education, or Project Management. Construction, engineering, or industry related area preferred.
- Two to three years experience in Education, Assessment, or the building safety industry preferred.

- Superior project management skills.
- Strong interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization.
- Demonstrated skill in writing concise, logical, and grammatically correct letters and reports.
- Consistent attention to detail.
- Ability to inspire and motivate staff and volunteers.
- Good public speaking skills.
- Ability to coordinate efforts and work flow with staff members from all levels and departments of the organization.
- Strong collaboration skills with ability to work in a team environment.
- Ability to maintain positive attitude under stressful conditions.
- Must be proficient with computer software programs including Microsoft Office and be able to learn item-banking software and database programs.
- Must be able to travel up to 30% of the time.