



**JOB TITLE: ASSISTANT DIRECTOR COMMUNITY EDUCATION & DEVELOPMENT**

Classification: Classified Administrator Retirement Type: PERS\*  
Salary Range: 6 Revised/Board Approved: January 22, 2008

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**BASIC FUNCTION:**

Under the direction of the Dean of Community Advancement or a designee and in a multi-cultural diverse environment, plan, develop, organize, implement, direct and manage community education and services; including alternative and nontraditional educational programs and services FTES generating non-credit courses; adult training programs; continuing and extension education; and alternative scheduling. Liaison with business, industry, community and campus constituent groups; oversee the department's budget; supervise and evaluate assigned personnel.

**REPRESENTATIVE DUTIES:**

Provide leadership for the assessment, analysis, marketing, development, implementation, and evaluation of a community education program that meets the needs of the college's diverse population.

Develop and implement a business plan for the Community Education Department and provide leadership in strategic and long range planning to meet short term and long term goals effectively.

Plan, develop, and organize fee-based classes, workshops, events to ensure the program success as a profit center.

Provide leadership for marketing and recruiting students for non-credit course and non-traditional programs.

Work with community leaders and provide leadership in the assessment, analysis, and planning for off-site learning centers.

Identify business and community needs based on trends in the industry, changing technology and job market analysis.

Provide leadership for utilizing state of the art technology in the offering on non-credit, non-traditional, and community services, programs, and courses.

Manage activities and acts as a liaison with community organizations, public and/or private institutions.

Recruit, hire and evaluate instructional personnel for the programs as required.

Provide leadership for FTES generating quality non-credit course development, implementation, and evaluation.

Maintain current knowledge of new curriculum developments and innovative educational and workplace learning programs in community colleges and higher education.

Work effectively with diverse student, faculty, and community populations.

Direct projects and work cooperatively with other administrators and staff to facilitate delivery of products and services.

Select, train, supervise, prioritize the work and evaluate the performance of office personnel.

Work with other divisions/departments to facilitate integration of non credit, not for credit and nontraditional credit programs.

Assess program operations and activities in terms of cost-effectiveness and program goals. Review and audit program assuring the integrity of the program.

Maintain current knowledge of regulations affecting the management and record keeping for federal and state regulations as needed.

Prepare and administer budgets; monitor and control expenditures in accordance with District policies and State mandates regarding program self-sufficiency.

Serve on appropriate institutional and community committees.

Other duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Bachelor's degree in business or related field and minimum of three years of leadership experience and direct experience in growing an entrepreneurial or educational program

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Sensitivity to the needs of diverse communities.

Effective oral and written communications skills.

Principles and practice of training and providing direction/supervision of others.

Public relations techniques; recruitment and marketing.

Computers and assigned software.

Rules, regulations and guidelines regarding assigned activities.

Successful teaching experience at the adult learner level.

Curriculum development and implementation.

Budget management and control.

Interpersonal skills using tact, patience and courtesy.

Applicable codes, laws, rules and regulations related to assigned activities.

#### Abilities/Skills:

Organize and administer programs.

Communicate effectively orally and in writing.

Establish and maintain cooperative working relationships with others.

Exercise good judgment, diplomacy, and patience.

Meet schedules and timeframes.

Effectively market programs.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures

Operate a computer and assigned office equipment.

Work independently with little directions.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.