



JOB TITLE: DIRECTOR, CONTRACT AND COMMUNITY EDUCATION

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 11 Board Approved: November 17, 2008

BASIC FUNCTION:

Under the general direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services for Contract Education training and development. Develop and deliver customized workforce training and consulting services to business, industry and government employees. This position is additionally responsible for providing direction and strategic planning to Community Education services and programs.

REPRESENTATIVE DUTIES:

Plan, develop, and execute strategic goals and objectives to growth Contract and Community Education.

Establish priorities and administer high quality comprehensive customer centered programs to meet the workforce and business development needs of the community.

Promote and market Contract Education programs and services for business and industry.

Identify and initiate contacts of prospective clients for customized trainings.

Coordinate and develop marketing themes, promotional publications, and advertising and public relations activities.

Assist businesses in assessing workforce training and organizational development needs through appropriate client interviews, needs assessments and performance consulting methodologies.

Project staffing needs; provide leadership in the recruitment, selection and evaluations of staff, instructional personnel and subject matter experts.

Oversee and evaluate the delivery of instruction; review and approve course materials and make adjustments as necessary to maintain client satisfaction.

Assess program operations and activities in terms of cost-effectiveness and program goals.

Negotiate and administer contracts with instructors and business clients for customized trainings and services utilizing appropriate campus processes and procedures.

Conduct environmental scanning, and analyze business and industry trends to ensure the delivery of training and consulting services is responding to economic growth demands.

Prepare and administer annual operational program budgets.

Develop and maintain strong, cooperative and effective relationships with local employers in business, government and industry.

Interpret and assure compliance with county, state, federal and local laws, rules, regulations and requirements governing contract and community education classes, trainings and programs.

Perform other administrative duties as required.

JOB QUALIFICATIONS:

Education and Experience:

Must have a Master's degree in business management, public administration, organizational development or a related field and three (3) years progressively responsible experience related to training and development leadership; OR Bachelor's degree in a related field and five (5) years experience as described above.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Program management and leadership.

Principles and methods of marketing, sales and contract/project management.

Local business and industry environment.

Principles of adult learning theory, group dynamics, and human behavior.

Assessment of training needs, organizational development, performance consulting

Course development and implementation.

Effective economic and workforce development methods and practices.

Practices related to fee-based community or extended education programs.

Marketing, promotion and public relations techniques.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Abilities/Skills:

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Work in a fast-changing, entrepreneurial industry.

Manage budgets on assigned grants and projects.

Hire, train, manage and evaluate staff and consultants/trainers.

Develop, write and manage grant proposals and contracts to serve the interests of employers and individuals within the region.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to off site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

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