



JOB TITLE: DIRECTOR, CONTRACT EDUCATION

Classification: Classified Administrator
Salary Range: 11

Retirement Type: PERS*
Revised/Board Approved: December 17, 2018

BASIC FUNCTION:

Under the general direction of the Dean of Community Advancement, the Director of Contract Education promotes programs and services for Contract Education training and development. This position develops and delivers customized workforce training and consulting services to business, industry and government entities.

This position is contingent upon revenue generated from external sources and partnerships.

REPRESENTATIVE DUTIES:

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

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

Identify and initiate contact with prospective clients for customized trainings.

Coordinate and develop marketing themes, promotional publications, advertising, and public relations activities in consultation with supervisor and the Office of Marketing and Communications.

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:

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

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.

Write grant proposals that 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.

Ability to use interpersonal skills that demonstrate tact, patience and courteousness.

Ability to operate a computer and assigned software.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite 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.