



# El Camino College

## Director of Contract Training



### KEY ROLES/RESPONSIBILITIES

Under direction of the Dean of Community Advancement, exercise direct leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's vision and develop, organize and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including programs and services for Contract Education training and development, and delivers customized workforce training and consulting services to business, industry and government entities.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

**\*This position is contingent upon available categorical funding\***

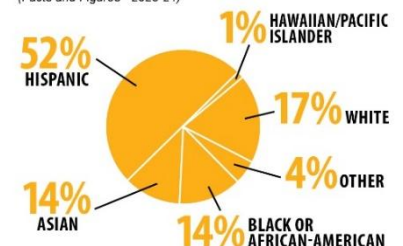
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## DIRECTOR OF CONTRACT TRAINING

**Division:** Community Advancement

**Posting Closing Date:** 3/10/2026

**Req:** C2526-035

**Position Type:** Classified Administrator

### REPRESENTATIVE DUTIES

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

*For a full listing of duties and work expectations, please refer to the job description located at:*

[Job Description](#)

1. Provide day-to-day leadership and management of workforce development and contract education programs, oversee and evaluate the delivery of instruction, approve courses and training materials, maintain high client satisfaction, and ensure programs are in step with current and future directions of the Business Training Center.
2. Oversee the development and management of program budgets; monitor and authorize expenditures, authorize budget change requests for the department, access program operations and activities in terms of cost-effectiveness, and ensure the department is compliant with college policies.
3. Oversee the development and operation of the department's TrackPoint Industry and Student Tracking and Analysis System. Develop business/industry, management, scheduling, budget, program analysis, and other reports as requested.
4. Maintain compliance with California Employment Training Panel (ETP) rules and regulations for state funding. Attend necessary ETP panel and policy sessions when requested or necessary. Serve as the college representative for audits, ensure that department records are up-to-date, respond to all ETP correspondence, and ensure that all tracking data and invoicing is up-to-date.
5. Assist businesses in assessing workforce training and organizational development needs through appropriate client interviews, needs assessments, and performance consulting methodologies.
6. Ensure preparation of schedules for employer trainings, online courses, and professional workshops to meet the needs of business/industry and that all books, training binders, and supplies are shipped to the employers/students in time.
7. Supervise and evaluate the performance of assigned classified staff and contracted instructors/personnel; participate in the interview and the selection of full-time professional and classified staff when requested; provide training and professional development opportunities; and discipline according to established college policies and procedures.
8. Project staffing needs; provide leadership in the recruitment, selection, and evaluations of staff, instructional personnel and subject matter experts.

9. Negotiate and administer contracts with instructors and business clients for customized trainings and services utilizing appropriate campus processes and procedures.
10. Develop and implement annual and long-term plans to promote and grow workforce upskill training programs with business and industry in the areas of manufacturing, supervisory and leadership skills, business skills, computer and IT skills, basic skills, and other areas identified as high demand.
11. Provide leadership in continuous improvement for the department that include the assessment of stated outcomes, analysis of strengths and weaknesses, measurements of customer satisfaction, and review of recommended changes to maintain relevance of the Center of Customized Training programs and to meet industry/business needs.
12. Conduct research of business labor needs and skill gap shortages, analyze business trends, unmet business needs, industry/student demographics, wage information, and employment needs in the local and regional service area to stay abreast of trends to assure competitiveness and financial viability.
13. Develop, strengthen, and maintain strong, cooperative and effective relationships with community colleges with workforce development units, with employers in business/industry, and with government entities locally and regionally.
14. Attend professional conferences, workshops, seminars, and meetings related to business/industry, workforce development, professional development, military as it relates to the college's program offerings, economic development, and others to promote growth and to stay abreast of workforce trends and developments.
15. Stay abreast of changes with key stakeholders including the California Employment Training Panel of program changes, legislation and in the training field to assure competitiveness and financial viability.
16. Facilitate maintenance of a curriculum repository appropriate to the department's mission. Work with contracted instructors/consultants to plan and develop curriculum additions, modifications, deletions, and changes to the department's online course catalog.
17. Promote the creation and issuance of digital badges and other industry recognized certifications when requested or recommended by local/regional businesses.
18. Coordinate and develop marketing themes, promotional publications, advertising, and public relations activities in consultation with supervisor and the Department of Marketing and Communications.
19. Coordinate and monitor the development of the department's Workforce Development and news and articles tabs of the Business Training Center's website.

## ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and

disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.

4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree from an accredited college or university in business management, public administration, organizational development or a related field.

**Experience:** Three (3) equivalent full-time years of experience related to training and development in an industry or business environment; or experience developing an entrepreneurial or an educational program for adult learners; and two (2) years of teaching experience with adult learners.

## DESIRED QUALIFICATIONS

**Desirable Education:** Master's degree from an accredited college or university in business management, public administration, organizational development or a related field.

**Desirable Experience:** Five (5) equivalent full-time years of progressively responsible experience related to training and development leadership in an industry or business environment, or experience developing an entrepreneurial or an educational program for adult learners; and five (5) years of teaching experience with adult learners.

## 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 timelines.
- 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.
- Ability to drive to offsite locations periodically.
- Move from one work area to another.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

**Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

### Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

**CLOSING DATE: TUESDAY, MARCH 10, 2026 at 3:00 P.M.**

**SALARY: Starting salary is \$138,600 annually.**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$160,668 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

## CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified administrator position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Administrators may work all or a portion of the workdays that fall between December 25 and January 1.

Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

## INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

## BENEFIT HIGHLIGHTS

### Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.



3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

#### **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

##### **El Camino College**

##### **HR Service Partner**

Mark Rogers

310-660-3593, Ext. 3479

[Mrogers@elcamino.edu](mailto:Mrogers@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

##### **JEANNE CLERY CAMPUS SAFETY ACT**

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

##### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*