

DESERT COMMUNITY COLLEGE DISTRICT

SENIOR PROGRAM SPECIALIST/CENTER FOR TRAINING & DEVELOPMENT

BASIC FUNCTION

Under the direction of the Dean, assist with the development and distribution of the Continuing Education catalog; in absence of the supervisor resolve daily operational conflicts related to the delivery of workplace training and other programs, both on and off-campus; and perform a variety of specialized technical duties in compiling and analyzing enrollment data.

REPRESENTATIVE DUTIES

1. In absence of supervisor, resolve day to day operational problems involving the public, staff and faculty in the delivery of workplace training programs on and off-campus. *E*
2. Analyze enrollment data and make decisions about which community education training programs have adequate participants for the class to be held; manage computerized enrollment program for community education and other programs. *E*
3. Maintain Master Calendar for all Center for Training Development Workplace Training programs. *E*
4. Resolve complex or unusual situations or problems related to the delivery of workplace training programs, both on-campus and off. *E*
5. Assist in the compilation, publication and distribution of the Community Education catalog. *E*
6. Monitor budget expenditures and transfers for Workplace Training Programs and other approved budget. *E*
7. Oversee the inventory of equipment, facilities, and supplies assigned to Workplace Training Programs. *E*
8. Provide administrative support for faculty and trainers contracted for Workplace Training and other programs. *E*
9. Maintain good public relations for The Center for Training and Development. *E*
10. Track enrollment data for programs and students; maintain enrollment information by program, and courses for evaluation planning purposes; maintain records required for grant compliance. *E*
11. Arrange and secure classroom facilities. *E*
12. Provide feedback to the Dean regarding needs and problems of programming. *E*
13. Meet with contracted faculty and trainers to explain policies and procedures and resolve problems. *E*
14. Create and implement activities related to office procedures; research new methods of office operations and revise office procedures as necessary. *E*
15. Prepare and maintain reports as needed. *E*
16. Attend and conduct meetings as assigned. *E*
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of office operations; budget administration; interpersonal skills using tact, patience and courtesy; oral and written communication skills; policies, regulations and procedures concerning student activities; diverse backgrounds of community college students; team building principles; financial and record-keeping techniques; modern office practices, procedures and equipment; and admission and registration procedures and policies.

Ability to: Understand and apply regulations, policies and procedures; organize and maintain records systems; operate a computer and applicable software including word processing, email and scheduling, spreadsheet, and presentation; communicate effectively both orally and in writing in English; prepare

reports; understand and follow oral and written instructions; apply policies, guidelines, regulations and applicable laws to staff, students and public; prioritize and schedule work; establish and maintain cooperative and effective working relationships with others; interact with persons from diverse cultures and backgrounds; work confidentially with discretion.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Two years of college level coursework and three (3) years increasingly responsible administrative experience. Previous work experience in college, high school or adult education setting including registration or event planning is desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Sit or stand for extended periods of time. Travel between sites.

Range 10