

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, PARTNERSHIP AND COMMUNITY EDUCATION

BASIC FUNCTIONS: Under the direction of the School Dean, plan, organize, coordinate, develop, implement, administer, evaluate and provide leadership for the Partnership and Community Education offerings to provide professional training programs for a variety of business, industry, civic and community entities; market and sell customized professional training, personal enrichment and continuing education services to our community; and negotiate contracts with companies or agencies. The Director also supports the workforce training activities of Economic and Workforce Development Programs. The director selects, supervises and evaluates assigned personnel; and allocates fiscal resources efficiently and effectively.

REPRESENTATIVE DUTIES

1. Provide leadership and direction to staff for partnership, community and continuing education programs. *E*
2. Direct and participate in activities that connect the College and the community industries; interact with company executives and represent the College to business and industry, community and state governmental, public and private agencies. *E*
3. Develop and maintain working relationships with local business and industry; assist in planning and evaluating workplace training programs related to business and industry needs. *E*
4. Develop and implement a coordinated outreach, marketing and public relations process and plan for all Partnership and Community Education programs and services. *E*
5. Work collaboratively with college faculty, staff and students; Employment Development departments, and the Workforce Investment Boards to provide comprehensive service and instructions programs to meet the employment and training needs of participants. *E*
6. Assist in efforts to secure grants and additional funding that supports career education, workforce development economic development and community and continuing education at the college, in the district and in regional collaborative efforts. *E*
7. Work closely with staff in planning, review and evaluation activities to assure that programs are regularly assessed for effectiveness, particularly in terms of student outcomes. *E*
8. Recommend and implement techniques to improve policies and practices in order to take optimum advantage of opportunities and increase efficiencies; maintain current knowledge of state-of-the-art practices and methodology in assigned functional area. *E*
9. Prepare and administer annual budgets for all areas of responsibility; prepare justifications and recommendations; assure maintenance of documentation according to established policies and procedures; review and approve expenditures according to established district policies and procedures. *E*
10. Assure compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction; analyze, interpret and apply established laws and regulations and District policies in assigned areas of responsibility. *E*
11. Work cooperatively as a member of the management staff of the College toward the

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- achievement of its goals and objectives. *E*
12. Provide leadership consistent with the mission and function of the College and District. *E*
 13. Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field. *E*
 14. Conduct and attend meetings as necessary; participate on committees; represent the District at regional meetings. Maintain effective public relations with the larger community. *E*
 15. Lead or assist activities in generating outside funding opportunities for College programs to include but not limited to; Grant Development, Contract Development, Fund Raising and Developing Partnerships. *E*
 16. Select, assign, orient, train, supervise, counsel, discipline and annually evaluate the performance of direct subordinates; delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance; develop expectations for performance and standards of excellence. *E*
 17. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Purpose, mission and goals of a community college district; District and college organization, operations and objectives; principles and practices of leadership, management and supervision; budget preparation, implementation and administration; current and innovative trends in academic, vocational, community, continuing education and contract education, including non-traditional methods of instruction; development, implementation and evaluation of partnership and community and continuing education programs; grant funding sources, procedures and processes; grant writing and administration; student retention strategies, programs and techniques; principles of training, supervision and administration; effective oral and written communication skills; marketing and business development activities; interpersonal skills including tact, patience and diplomacy,

Ability to: Direct the effective interface and integration of workforce development and community and continuing education; analyze complex financial, statistical and narrative data related to the workforce and community and continuing education programs; assure compliance with technical, detailed workforce preparation and community and continuing education requirements and criteria; relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy; cultivate and promote positive and substantive relationships with local business and industry; prepare and administer budgets; prepare comprehensive statistical reports for submission to the state; maintain current knowledge of trends related to assigned areas of responsibility; work cooperatively in an environment of shared governance; provide leadership/support to staff involved in assigned programs and services; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; interpret, apply and explain District policies and legal regulations and requirements; select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in organizational development, business administration, training or related field and three (3) years of increasingly responsible private sector experience in a related

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area such as training, event coordination, and/or human resources, including at least one (1) year of administrative experience in the field of education or training in a private or public institution of learning.

LICENSES AND OTHER REQUIREMENTS

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

WORKING CONDITIONS

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

EMPLOYMENT STATUS

Classified Supervisor

E= Essential Functions

Leadership VII

Approved 10-15-10