

DESERT COMMUNITY COLLEGE DISTRICT

MANAGER, PARTNERSHIP AND COMMUNITY EDUCATION

POSITION DESCRIPTION

The Manager for the Not-for-Credit Community and Contract Education is responsible for a high level of service, responsiveness, and accountability. This is a hands-on leadership role requiring independent judgment to train, evaluate, and supervise staff.

The incumbent designs, develops, implements, manages, monitors and evaluates training programs for business and industry; develops curriculum, selects subject matter experts, coordinates contract delivery and collects fees; assists in marketing and selling community and partnership education programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Director of Partnership and Community Education or designee. The incumbent is expected to work independently, exercising professional judgment and initiative to achieve departmental goals. Exercises direct supervision over assigned support personnel.

REPRESENTATIVE DUTIES

The duties listed are intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification.

The following duties are representative of the essential functions of this position:

1. Oversee and manage community education and customized contract training programs; including needs assessment, program design, curriculum development, course scheduling, service delivery, and continuous evaluation to meet community, business, and industry needs.
2. Consult and collaborate with faculty, curriculum developers, college staff, business leaders, and community stakeholders to identify workforce training and educational needs, conduct comprehensive needs assessments and develop responsive educational solutions.
3. Recruit, interview, select, assign, and evaluate subject matter experts and instructional personnel, ensuring alignment with program objectives, client needs, and quality standards.
4. Develop and maintain partnerships with business, industry, government agencies, and community organizations to market, promote, and expand community education and contract training opportunities.

5. Prepare and deliver presentations, proposals, contracts and service agreements, and serve as the primary liaison with clients regarding program development, implementation, and evaluation.
6. Manage contract education operations, including contract compliance, program implementation, registration, staffing, scheduling, instructional materials, invoicing, fee collection, and monitoring contract terms in coordination with appropriate District departments.
7. Oversee the financial management of assigned programs, including budget development and administration, expenditure approval, revenue monitoring, invoice processing, and coordination with Fiscal Services to ensure accurate financial reporting and compliance with District policies.
8. Participate in local, regional, and state advisory groups and represent the District through presentations, community outreach activities, public relations, and professional engagement efforts.
9. Recommend and implement improvements to departmental policies, procedures, and operations, maintain awareness of emerging trends and best practices, and promote innovation and operational efficiency.
10. Provide direct supervision, coaching, and professional development to assigned staff; conduct formal performance evaluations, establish performance expectations, promote standards of excellence, provide counseling and recommend disciplinary actions in accordance with District policies and collective bargaining agreements.
11. Collaborate with District personnel to support organizational goals and ensure efficient and effective program operations.
12. Assist in the preparation of state and federal grant applications and related program documentation.
13. Operate standard office equipment and technology systems, including a computer and applicable software programs.
14. Perform related duties as required.

EDUCATION AND EXPERIENCE

Any combination of education and experience:

Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Organizational Development, or related field; **AND** five (5) years of progressively responsible experience in coordinating areas such as events/conferences, human resources, professional development and training; including at least two (2) years in a supervisory, lead, or managerial role.

OR

An Associate's degree from an accredited institution in Business Administration, Public Administration, Organizational Development, or a related field; **AND** seven (7) years of progressively responsible experience in coordinating areas such as events/conferences,

human resources, professional development and training; including at least two (2) years in a supervisory, lead, or managerial role.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws and regulations governing California Community Colleges, Workforce Development Programs, District policies and administrative regulations and operating procedures
- Acquiring federal, state and/or private financial resources/grants for workplace training and developing and managing operational budgets including revenue and expenses.
- Design, development and implementation of customized training and community education programs for business and industry;
- Management of annual budget, invoicing, purchasing and expense reporting; curriculum development, delivery and assessment;
- Industry/business practices and trends; training requirements for a wide variety of careers and occupations; college and community resources available to students.
- Effective oral and written communication skills; interviewing techniques; interpersonal skills using tact, patience and diplomacy.
- The operation of a computer and various software programs including word processing, database management and spreadsheet computer applications software; modern office practices, procedures and equipment; and recordkeeping techniques.
- Modern office procedures, methods, equipment including computers and applicable software.

Ability to:

- Plan, organize, direct, administer, review, and evaluate programs and services.
- Exercise honesty, consistency, and sound judgment in the performance of duties.
- Read and interpret contracts, curriculum and related information and documents, State and federal laws and regulations related to assigned programs.
- Maintain regular, reliable, and punctual attendance consistent with District standards and operational needs.
- Communicate clearly, concisely, effectively and professionally, both verbally and in writing, with employees and District leadership and stakeholders, especially during stressful situations; de-escalate difficult customer interactions with empathy and tact.
- Establish and maintain cooperative and effective working relationships with others; work independently, confidentially, organize work to meet schedules, timelines and with minimal direction; exercise tact and diplomacy when handling sensitive or confidential matters.
- Understand and apply governmental budgeting practices; analyze financial, statistical and narrative data related to the workforce, assist in the preparation and administration of departmental budgets.

- Cultivate and promote positive and substantive relationships with local business and civic organizations.
- Maintain current knowledge of trends related to assigned areas of responsibility.
- Supervise, coach, evaluate, and motivate a team of professionals to foster a collaborative customer-focused team culture.
- Prioritize work to meet stringent schedules and timelines.
- Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff and the community.

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: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires evening and weekend responsibility; travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Classified Supervisor

Classified Leadership Salary Schedule: Range 7

Personnel Management Committee Review: September 2, 2026

Board Approved: September 18, 2026