

DESERT COMMUNITY COLLEGE DISTRICT

PROGRAM MANAGER, COMMUNITY AND PARTNERSHIP EDUCATION

BASIC FUNCTION

Under direction of the Director, Center for Training and Development design, develop, implement, monitor, manage and evaluate training programs for business and industry; develop curriculum, select subject matter experts, coordinate contract delivery and collect fees; assist in marketing and selling community and partnership education programs; and train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Oversee the community education program; including selection of classes, subject matter experts and creation and implementation of schedule. ***E***
2. Determine training or education needs by working with faculty, curriculum developers, college staff, corporate/company managers, community members. ***E***
3. Conduct comprehensive needs assessments and analysis. ***E***
4. Recruit, interview and select subject matter experts and match program or company needs. ***E***
5. Initiate presentations, proposals and contract development with a variety of clients. ***E***
6. Monitor contract classes and services including terms of company contract, personnel contracts, staffing, scheduling, establishing class, registration, books, instructional materials, with appropriate college/District units. ***E***
7. Develop, market and sell customized training and community education program to local businesses and community. ***E***
8. Monitor and contribute to curriculum development and service delivery to meet program needs. ***E***
9. Prepare and monitor the progress of contracts, prepares and distributes invoices, collect contract fees, and follow up on contract terms. ***E***
10. Coordinate with Business Affairs to ensure budgets accurately reflect financial status. ***E***
11. Participate in local, regional and State advisory groups; develop and deliver presentations on program activities to community, college, and District groups. ***E***
12. Work cooperatively as a member of the Center for Training and Development staff of the College and District toward the achievement of its goals and objectives. ***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. Establish and maintain effective public relations with the larger community. Represent the College and District at local and state meetings. ***E***
15. Assure smooth operations within the areas of responsibility. ***E***
16. React to change productively and handle other essential tasks as assigned. ***E***
17. Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates and subject matter experts; 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***
18. Operate office equipment including a computer and applicable software programs, printer, calculator, copier and facsimile machine. ***E***
19. Assist in the preparation and administration of annual budgets for assigned area; review and approve expenditures according to established District policies and procedures. ***E***
20. Participate in preparation of state and federal grant applications. ***E***
21. Perform related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: 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 including 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.

Ability to: Read and interpret contracts, curriculum and related information and documents; advise corporate/company clients regarding contracted training and community education programs; design, develop, monitor and assess customized educational and community education programs for business and industry; support the implementation of effective sales and marketing strategies; communicate effectively both orally and in writing; listen and extrapolate information effectively; prioritize work to meet stringent schedules and timelines; work effectively in an entrepreneurial environment; select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of subordinates and subject matter experts; operate office equipment such as a computer and applicable software programs including word processing, spreadsheet and data base management ; printer, calculator, copier and facsimile machine; prepare and maintain statistical records, reports, databases, files, logs and lists; relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy; interface effectively with all aspects of educational operations ; review and assess contract progress to ensure compliance with contract requirements; work independently with minimal supervision ;and establish and maintain effective and cooperative working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to:

- A four-year degree from an accredited college or university with major course work in business administration, accounting, advertising, marketing or related field and
- Two years of increasingly responsible private sector experience in a related area such as training, event coordination, human resources.

DESIRABLE QUALIFICATIONS:

Knowledge of the California Community College Economic and Workforce Development Programs. Experience in acquiring federal, state and /or private financial resources/grants for workplace training and developing and managing operational budgets including revenue and expenses.

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. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

Categorical and Grant Funded Supervisors
Range III