

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **PROGRAM MANAGER, COMMUNITY AND PARTNERSHIP EDUCATION**

#### **BASIC FUNTION**

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