

RIO HONDO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF CONTRACT EDUCATION AND COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate the Contract Education and Community Development programs and activities including contract training, workforce preparation, and community development programs; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Vocational Education and Economic Development.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for Contract Education and Community Development programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Contract Education and Community Development programs including contract training, workforce preparation, and community development programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct program needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Vocational Education and Economic Development; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Contract Education and Community Development; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Contract Education and Community Development program annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Contract Education and Community Development with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Vocational Education and Economic Development; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Contract Education and Community Development programs, policies, and procedures as appropriate.

Develop and implement a community service program that complements the corporate training component to ensure that community agencies have a variety of outlets for short-term, focused training opportunities.

Research current trends in training and community needs to provide up-to-date programs for the community and businesses.

Develop programs for the local community to provide lifelong learning opportunities.

Develop and maintain relationships with local companies to provide training through Contract Education or Employment Training Panel programs.

Work with appropriate College personnel to develop contract opportunities between College departments and businesses, City, and government entities.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Work closely with appropriate Administrators to utilize State and/or Federal entitlement dollars in the development and delivery of workforce training programs.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education programs.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of Contract Education and Community Development programs.

Organizational and management practices as applied to the analysis and evaluation of Contract Education and Community Development programs, policies, and operational needs.

Modern and complex principles and practices of Contract Education and Community Development program development and administration.

Current trends in workforce training and community needs.

Marketing and program strategies for community education programs.

Learning styles and methods for success in training.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for Contract Education and Community Development.

Recommend and implement goals, objectives, and practices for providing effective and

efficient Contract Education and Community Development services.

Manage, direct, and coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Contract Education and Community Development issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Contract Education and Community Development goals.

Research, analyze, and evaluate new Contract Education and Community Development service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Contract Education and Community Development programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of responsible program development and/or project management experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Bachelor's degree from an accredited college or university. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 53

Effective Date: May 11, 2005

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