

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CONTRACT EDUCATION TRAINING AND DEVELOPMENT

M119.1

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**BASIC FUNCTION:** Under the administrative direction of the Vice President for Learning and Economic Development, plans, coordinates, directs and evaluates all aspects of new and on-going programs for Contract Education training and development while maintaining the integrity of the District's overall mission and values. Contract Education is an integral part of the District's economic and workforce development efforts which focus on the development and delivery of customized workforce training and consulting services provided directly to business, industry and government employees, owners and managers. This position is additionally responsible for developing, marketing and managing credit, non-credit, not-for-credit and fee-based contract and community education classes, trainings and activities. The responsibilities require sound judgment, tact and excellent oral and written communication skills.

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**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Plans, organizes, coordinates, establishes priorities and administers a high quality comprehensive program by developing yearly goals, plans and objectives and by staying focused on the delivery of training and consulting services being provided to ensure contract education is responding to the market with appropriate programs and services. Ensures an institutional understanding and awareness of the economic growth and stability trends and issues within the community
- \*2. Supervises and evaluates the work of professional and subordinate personnel to ensure that program objectives are being met. Projects staffing needs; assigns and reviews work; maintains standards; coordinates activities; selects new employees; and acts on employee problems and recommends employee disciplinary action and discharge as appropriate; provides recommendations and offers training, advice and assistance as needed.
- \*3. Interprets and assures compliance with county, state, federal and local laws, rules, regulations and requirements governing contract and community education classes, trainings and programs.
- \*4. Manages and ensures compliance with all requirements of Instructional Service Agreements.
- \*5. Develops and distributes surveys and other assessment instruments to determine interest, need and support for new program areas; analyzes survey results to initiate appropriate action in response to community needs.
- \*6. Identifies and initiates contacts of prospective clients for Customized Trainings; determines training needs through appropriate client interviews, needs assessments and performance consulting methodologies.
- \*7. Negotiates and administers business contracts with clients for customized trainings and services utilizing appropriate campus processes and procedures.
- \*8. Administers the development of curriculum and materials needed for customized trainings to meet individualized training needs; assists each client in determining their educational and/or training needs; determines best practice methods to be utilized for each individualized situation; assures the agreed upon goals are successfully accomplished.
- \*9. Provides leadership in the recruitment of instructors, subject matter experts and support staff; oversees and evaluates the delivery of instruction and provided support services; makes adjustments as necessary to maintain client satisfaction; and secures facilities and materials for all credit, non-credit, not-for-credit and fee based classes and trainings.
- \*10. Coordinates and plans activities with other relevant District departments and personnel, local, state, and national economic development and governmental entities, business and industry leaders, etc.
- \*11. Coordinates and develops marketing themes, promotional publications, and advertising and public relations activities for The Department of Contract Education Training and Development.
- \*12. Contacts appropriate decision-makers in local area business, industry and community agencies to aggressively market contract and community education programs and services.
- \*13. Prepares and administers annual operational program budgets.
- \*14. Develops and maintains strong, cooperative and effective relationships with local employers in business, government and industry.
- \*15. Conducts environmental scanning of programs and services offered by other training providers to assess the most current trends and developments related to workforce modification, performance and improvement.
16. Performs other administrative duties as required. Ensures the proper and timely completion of required reports, manages risk management and health/safety issues, oversees matriculation, registration, grading and the preparation of transcripts, attends District, community and national meetings, etc.
17. Serves on a variety of District committees as requested.
18. Performs related work as required.

**MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:**

- ◆ A Master's degree in education, business management, public administration or a related field, or the equivalent\* AND one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
- ◆ Two (2) years experience in training and development leadership.

*\*Education equivalency equals a Bachelor's Degree plus four (4) years of related work experience.  
(Two years of related experience for each full year of college.)*

**DESIRED QUALIFICATIONS:**

- ◆ Three (3) years of successful community college administrative experience.
- ◆ Experience in educational leadership, finance, contract negotiation, relationship building, business development, instructional design, program and curriculum development and marketing.

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- ◆ A valid California Driver's License and insurance maintained throughout duration of employment.
- ◆ Reliable transportation.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of:** District policies, procedures, rules and regulations; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; the local business and industry environment; job training and professional development programming theories and methods of implementation; community college instructional program and curriculum development; performance consulting; effective economic and workforce development methods and practices; community education program development; marketing, promotion and public relations techniques; budget and administration techniques.

**Skills & Ability to:** analyze business performance and training in alignment with organizational goals; analyze and interpret regulations, rules, codes, contracts and applicable laws and apply them to departmental activities and functions; develop and implement effective plans and programs; gather, analyze and interpret statistical, legal and program-related information; maintain records accurately and with confidentiality as required; ensure compliance with all laws, regulations and policies through effective program leadership and supervision; motivate and provide leadership to a diverse group of administrative, academic and clerical staff; plan and coordinate the most effective use of faculty, staff, facilities and resources to achieve program goals; comprehend and stay current with the evolving needs of service area employers; negotiate and communicate professionally at all times; exercise excellent written and verbal communication skills; apply strong organizational skills; compose complex reports, analysis and correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently and be self-directed; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations rapidly and accurately; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and management of budgets.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision of non-supervisory professional, clerical and student personnel and contract employees.

**PHYSICAL EFFORT:**

Normal office and field environment; may require significant travel for off-site duties and activities. Flexibility to work evenings and weekends.

**CONTACTS:**

All classifications of faculty, staff and administration; members of the Board of Trustees; executive management and associated staff from other educational institutions; State Chancellor's Office personnel; business and industry officials; professional peers; students; various community organizations; vendors; and general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.