

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, INDUSTRIAL TECHNOLOGY PROGRAMS

M238.100

BASIC FUNCTION: Under the administrative direction of a Dean of Instruction, administers and supervises current and future educational programs in industrial technology including, but not limited to, welding/advanced manufacturing, heavy equipment, construction, HVAC/R, drafting, and engineering technology ensuring compliance with established curricular and instructional objectives and policies. Assists with the selection, management and evaluation of academic and classified staff within the departments supervised, and performs related work as required.

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. Supervises academic and classified personnel in the Industrial Technology programs to ensure that departmental objectives and student learning outcomes are met. Supervisory duties include, projecting staffing needs; assigning and reviewing work; maintaining standards; coordinating activities; selecting new employees; acting on employee problems and recommending employee disciplinary action and discharge as appropriate, reviewing the work of subordinates for effectiveness and completeness; making recommendations and offering advice and assistance as needed.
- *2. Identifies, develops, evaluates and implements Industrial Technology program goals, objectives, policies and courses in collaboration with the industrial technology faculty and staff; revises and expands the curriculum as necessary to meet local, regional and labor market needs.
- *3. Prepares, along with program chairs, the Industrial Technology Program schedule of classes; coordinates teaching schedules, faculty loads and room schedules for all classes at various locations; recommends teaching assignments.
- *4. Develops, implements and evaluates all outreach programs and courses offered by the Industrial Technology Program.
- *5. Directs orientation of new staff to their duties and obligations.
- *6. Oversees the acquisition and maintenance of the Industrial Technology Program's instructional equipment and resources.
- *7. Prepares and administers a comprehensive budget, along with program chairs, for the Industrial Technology Programs. Monitors expenditures to ensure compliance with budget allocations for programs and projects.
- *8. Identifies and evaluates grant opportunities. Develops grant proposals, manages industrial technology grants including reporting and evaluation.
- *9. Maintains contact and communication with all regulatory and accreditation boards associated with the various Industrial Technology Programs.
- *10. Prepares and submits reports as required by administration and other agencies.
- *11. Facilitates meetings of the Industrial Technology advisory committees; plans and develops new programs in response to local, regional and labor market need.
12. Reviews supply orders, travel requests, invoices and requisitions.
13. Initiates and maintains positive relationships with other departments and members of the College community. Attends administrative meetings as required.
14. Serves on a variety of District committees as requested.
15. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- **EDUCATION AND EXPERIENCE:**

- A Master's degree from an accredited institution in a discipline associated with the Industrial Technology Program or related field; **OR**
- A Bachelor's degree from an accredited institution in a discipline associated with the Industrial Technology Program or related field **AND** two (2) years of professional experience reasonably related to the duties and responsibilities of the position; **OR**
- An Associate's degree from an accredited institution in a discipline associated with the Industrial Technology Program or related field **AND** six (6) years of professional experience reasonably related to the duties and responsibilities of the position; **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

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

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel is required.

DESIRED QUALIFICATIONS:

- Experience leading and managing multiple complex projects in an educational setting.
- California Community College experience.
- Two years of teaching experience at a California Community College.
- Two years of business/industry experience in a discipline associated with the Industrial Technology Program or related field.

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

Knowledge of: District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position functions; supervisory and managerial concepts and principles; fiscal performance and measures; working effectively with a wide range of people; principles of public speaking; communicating effectively with individuals and groups within the campus community as well as external audiences; providing work direction and guidance to others; gathering and analyzing data and making relevant recommendations; modern office practices and procedures including letter writing techniques, spelling, vocabulary, excellent mathematical skills and filing practices and systems; modern office equipment including computers, peripherals, communications devices and digital hardware; rules, regulations, laws and ordinances pertaining to grants within a community college.

Ability to: Interpret and apply District policies, procedures, rules and regulations; understand and apply departmental policies and procedures; integrate State laws and regulations including grant regulations and guidelines; conduct outreach and build consensus between multiple stakeholders; independently perform a variety of administrative duties; comply with stringent confidentiality requirements; read and write at a level appropriate for this position; independently compose correspondence and reports; provide effective supervision and coordinate and provide leadership to assigned staff; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production; compile, organize and use various financial information necessary in the preparation and management of budgets; analyze complex financial, statistical and narrative data; analyze data, research problems and prepare clear and concise reports and recommendations; research and compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; communicate effectively in verbal and written formats to a wide variety of audiences: make sound, educated decisions; work independently with an emphasis on detail; establish and maintain cooperative working relationships with those contacted during the course of work; use discretion and diplomacy when working with students, staff, faculty and the public; utilize keyboarding skills commensurate with the required functions for this position; prioritize work load and meet deadlines; independently apply good judgment; work with diverse populations; make required mathematical calculations rapidly and accurately; maintain records accurately and with confidentiality as required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction and supervision of academic and classified staff, students and/or others as needed and/or required.

PHYSICAL EFFORT:

Normal office environment. Frequent walking and standing; some lifting and carrying objects of moderate weight (12 to 20 pounds).

CONTACTS:

Faculty, staff and administrators at Butte College; administrative staff from other educational institutions; advisory committee members and industry partners; students; vendors; and general public.

WORKING CONDITIONS:

Normal office environment. Some tasks may require frequent walking and standing, with some lifting and carrying of objects of moderate weight (12 to 20 pounds).

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.