

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, STATEWIDE PROGRAMS, CCC TECHNOLOGY CENTER

L208.100

BASIC FUNCTION: Under the administrative direction of an assigned administrator, manages, coordinates, plans, prioritizes and directs the activities of statewide programs and service areas for the assigned programs within the California Community Colleges Technology Center (CCCTC). These areas include, but are not limited to statewide technology programs in the following areas: distance education, online student services, online assessment and technology and data infrastructure for the California Community College (CCC) system. Partners with statewide educational entities and coordinates with stakeholder based project governance committees. Ensures that all assigned programs and service areas meet stated objectives, project timelines, work quality standards and established policies and procedures. Manages and evaluates assigned staff and contractors within the areas 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 omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Plans, prioritizes, assigns, supervises, reviews and oversees the operations, services and activities of statewide programs and services assigned by the CCCTC.
- *2. Establishes schedules and methods for the design, implementation, piloting, deployment and institutionalization of statewide programs.
- *3. Prepares cost estimates for budget recommendations and projections; controls and authorizes expenditures in accordance with established limitations; establishes and maintains financial controls to meet annual and long-range goals for assigned statewide programs and services; assists with the identification of resource needs and reviews those identified with appropriate management staff and allocates established resources accordingly.
- *4. Identifies target markets and develops a comprehensive marketing plan; may coordinate with the District's Director for Institutional Advancement and staff to develop marketing materials; assists with layout of publication materials; assists in the determination of appropriate media for defined target markets.
- *5. Organizes appropriate vendor selection processes in coordination with project governance committees. Participates in domain research, comparison of vendors and review of proposals. Participates in contract negotiations with technology and service providers for statewide deployment of applications.
- *6. Serves as secondary contact for granting agency project monitors, responds to requests and modifies services in accordance with feedback received.
- *7. Participates in the development of goals and objectives as well as policies and procedures for assigned statewide programs and services within the CCCTC; participates in the implementation of approved policies and procedures assigned to staff, ensures compliance with established policies and procedures and makes recommendations for changes and improvements.
- *8. Participates in conferences and activities to promote the statewide program offerings developed by the CCCTC for utilization by California Community College faculty, staff, students and administrators.
9. Researches laws, Education Code regulations and other related information sources pertaining to statewide program offerings to ensure the validity of programs and services assigned by the CCCTC.
10. Researches new grants to expand service scope, participates in grant development, preparation, application and implementation.
11. Serves on a variety of District committees, statewide workgroups and national committees as requested.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**
 - A Bachelor's Degree from an accredited college or university; **AND**
 - Four (4) years of experience in a management level position with two (2) of the four years experience being directly related to program coordination.
- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
 - Hold and maintain a valid driver's license throughout duration of employment with the District.
 - Travel is required.

DESIRED QUALIFICATIONS:

- Experience leading and managing multiple complex programs in an educational setting or in a non-profit context.
- Experience with distance education OR student services OR assessment OR technology and data infrastructure..
- Master's Degree.

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

Knowledge of: laws and ordinances pertaining to the specific responsibilities of the position; California Community College instructional programs and services for students; student access, success, and learning outcomes; fiscal performance and FTES measures; curriculum development processes; supervisory and managerial concepts and principles; current technologies and best practices in academic technology; an appreciation and understanding of the mission of the California Community Colleges; 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 based on that analysis; using appropriate software in the completion of job duties.

Ability to: apply District policies, rules and procedures; manage statewide multi-dimensional programs developed by distributed teams on multiple topics; conduct outreach and build consensus between multiple stakeholders (including administrators, faculty, staff and students) on complex multi-campus efforts; manage curriculum development by distributed teams on multiple topics; interpret the laws, rules and regulations regarding grants; write grants and submit grant applications to additional program sponsors; show familiarity with statewide organizations involved in instruction, technology and research; make sound, educated decisions; work independently; communicate effectively both orally and in writing; provide work direction and guidance to assigned staff; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations 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; analyze complex financial, statistical and narrative data; prepare comprehensive, clear and concise reports and recommendations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision to subordinate professional and classified staff; may provide technical direction to faculty members as assigned.

PHYSICAL EFFORT:

Normal office environment. Sitting or standing for moderate periods of time due to moderate travel requirements.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment, moderate travel required.

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.