

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR, APPRENTICESHIP

L156.100

BASIC FUNCTION: Under the general supervision of an administrator, performs complex administrative staff work requiring the application of a broad knowledge of apprenticeship program standards and practices, budget management, project development and implementation, and providing direction and support to educational programs and local employers.

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. Develops and supports the management of pre-apprenticeship programs to prepare students to enter and succeed in registered apprenticeship programs. *
2. Facilitates the planning, development and delivery of District-sponsored apprenticeship programs. *
3. Advises District leadership on establishing policies and procedures for apprenticeship program operations. *
4. Coordinates the co-creation of apprenticeship curriculum and certifications between instructional departments and local employers that include related technical instruction, competency testing, and on-the-job training. *
5. Collaborates with industry partners to establish apprenticeship program standards for education and employment to gain approval through the California Division of Apprenticeship Standards; assists in federal, state and local grant application processes.*
6. Conducts continuous assessments of existing District assets such as human capital, curriculum, financial resources, infrastructure and equipment to determine the viability of District-sponsored registered apprenticeship programs; advises District leadership and other stakeholders on strategies to develop, refine or expand programming based on findings.*
7. Conducts focus groups with employers, attends conferences, and performs research to inform curriculum development and other forms of apprenticeship programming based on factors such as labor market and technology trends, economic drivers, and state and federal regulations. *
8. Represents the District in various meetings with agencies such as the California Apprenticeship Council and the Interagency Advisory Committee on Apprenticeship to inform District and other stakeholders and drive the development and growth of apprenticeship opportunities. *
9. Organizes apprenticeship focused professional development for faculty, program Directors and Deans; communicates with college's Career Center and other student services departments about apprenticeship opportunities.*
10. Pursues new grants and manages existing grants to develop and support registered and pre-apprenticeship programs; applies data management systems to track, evaluate and report on program elements, fiscal activity and outcomes.*
11. Manages office functions including generating purchase orders, personal service contracts, and facility agreements and leases; monitors and maintains computer databases and office filing systems; prepares billing statements, receives and processes payments for special projects. *
12. Maintains, audits and controls a variety of accounts, records, reports and files which include the tracking and reporting of annual grant project/program allocations and activities. *
13. Performs financial and managerial accounting and business operations record-keeping functions required by grant rules and regulations. *
14. Assists in providing periodic grant program evaluations to improve the effectiveness of the structure, policies and operational procedures. *

15. Performs administrative and clerical duties as required, including but not limited to typing reports and correspondence, completing forms and surveys, copying and filing documents, disseminating resource materials upon request, etc.*
16. Serves on a variety of District committees as requested.
17. Performs related work as required.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent; **AND**
- Three (3) years of experience closely related to developing and administering apprenticeship programs or developing and managing programs and grants pertaining to economic and workforce development.

* Associate's Degree education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college. Work experience must be in an office setting.

** High School education equivalency equals an adult education diploma or four (4) years of full-time, paid work experience.

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

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

DESIRED QUALIFICATIONS:

- Proficiency in Microsoft Office
- Three (3) years of experience in a directly related position with two (2) of the three years developing and administering pre-apprenticeship and/or District-sponsored apprenticeship programs.

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

Knowledge of: District policies and procedures; apprentice program management practices; laws and ordinances pertaining to the specific responsibilities of the position; modern office practices, procedures and equipment, including computers and associated peripherals; workforce development strategies; labor market trends; curriculum development and alignment; letter writing techniques, including the elements of correct English usage, spelling, vocabulary, mathematics and modern budgeting and accounting practices and procedures; filing and recordkeeping practices, procedures and systems; rules and regulations of grants within a community college.

Ability to: interpret and apply District policies, rules and procedures; compose correspondence and reports; coordinate and provide leadership to assigned personnel; utilize advanced software applications for word processing, data base management, graphics and draw programs and spreadsheets; research and compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; analyze clerical or research problems and prepare comprehensive, clear and concise reports; communicate technical information effectively in verbal and written forms to a wide variety of audiences; make sound, educated decisions; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; use discretion and handle students, staff and faculty in a diplomatic manner; work with diverse populations; make required mathematical calculations accurately; establish effective record-keeping systems and maintain records accurately and with confidentiality; utilize keyboarding skills commensurate with the required functions for this position; type with accuracy; remain calm and cooperative in confrontational situations; perform duties in a timely manner, despite interruptions.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No assigned permanent staff to supervise. Provides work direction to student and short-term employees and/or other staff.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students, employers, government agencies and the 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.