CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

CONTRACT EDUCATION PROGRAM DEVELOPMENT MANAGER

MANAGEMENT RESPONSIBILITY

Contract Education Program Development Manager is a position designated by the Board of Trustees of the Chabot-Las Positas Community college District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position.

GENERAL DESCRIPTION

Under direct supervision of the District Dean of Economic Development, the Contract Education Program Development Manager plans and directs all aspects of new programs for the Contract Education Department. The Contract Education Department is an integral part of the District's economic and workforce development efforts, including the efforts of the District's two college campuses, focused on the development and delivery of training and consulting services provided directly to business and industry. As such, the position will work collaboratively and cooperatively with other economic and workforce development programs and initiatives within the District and the region, to bring a comprehensive solution offering to the District's clients. The position is charged with generating revenue to cover salary and benefit expense of the position.

REPRESENTATIVE DUTIES

The Contract Education Program Development Manager will assume responsibility for new program development and program management for programs that directly support the Contract Education department. Representative duties and responsibilities are broken down into seven major areas of work: Business Climate, Program Development, Program Management, Personnel, Interpersonal Business Relationships, Records and Reports, and Other Duties as Assigned.

1. **Business Climate –** Measures of success for this sector of work will include a report developed in collaboration with the Contract Education Sales/Program Manager, initiated annually and updated quarterly that reflects trends and key markets.
   o Develop and maintain a working knowledge of the business climate and economic/workforce development trends in the District and the region to ensure Contract Education is responding to the market with appropriate programs and services.
   o Using a variety of data sources, analyze, and evaluate market segments to identify markets that hold the highest potential for Contract Education success.
   o Working collaboratively with Contract Education Sales/Program Manager, ensure Contract Education is able to effectively market and sell new programs to business, industry and government clients.

1. **Program Development** – Measures of success for this sector of work will include financial goals being met.
   o Working in response to current business and industry needs, identify, and develop workforce and economic development grant opportunities.
   o Working in collaboration with the Contract Education Sales/Program Manager, identify and develop new programs and/or services to meet current business and industry needs.
   o Monitor and evaluate on-going program development activities to insure program quality.
   o Establish and maintain collaborative working relationships with college departments, other community colleges in the region, other educational institutions, community based organizations and workforce development agencies.

2. **Program Management** – Measures of success for this sector of work will include financial goals being met.
   o Upon successful grant awards, take on role of Program Director, managing all aspects of grant implementation.
   o Manage all aspects of program delivery for major accounts identified by District Dean.
   o Monitor and evaluate on-going program management activities to insure program quality.

3. **Personnel** – Measures of success for this sector of work will include minimum turnover of personnel, and quality instructors and consultants based upon client-identified characteristics and feedback.
   o Identify personnel needed, i.e., Contract Education assigned employees, and contracted instructors and consultants. Identify candidates to meet needs. Interview, select, train, motivate, and evaluate said personnel.
   o Plan, apportion, direct, and monitor employees' and contracted employees' work to ensure department and individual goals are met.
   o Provide oversight in the organization and coordination of the various elements associated with training/services delivery including but not limited to tasks such as: scheduling facilities, confirming instructors, identifying needed training materials, taking care of registration procedures (if applicable) and insuring that program evaluations are completed.

4. **Interpersonal Business Relationships** – Will be measured through feedback from peers, subordinates, superiors, and clients.
   o Relates to others in an open and accepting manner by demonstrating an awareness of and consideration for the opinions and feelings of others.
   o Develops cooperative working relationships with peers, subordinates and superiors.
   o Develops business relationships with key stakeholders from a broad range of functions and levels.
   o Balances the interests and needs of one's own group with those throughout the District.
   o Solves conflicts/disagreements collaboratively, builds consensus.

5. **Records and Reports –** Measures for success will include an established budget, a monthly budget report that reflects variances and resolutions, a monthly project status report that reflects progress on program development activities, and miscellaneous documents/logs/reports, e.g., business expenses and activity reports.
   o Develop and monitor Contract Education Program Development budget to ensure department goals are met. Resolve budget variances.
   o Maintain accurate records of activities to ensure service quality. Such records include but are not limited to: business expenses, weekly activity reports and monthly project status reports.

6. **Other duties as assigned** by the District Dean of Economic Development. Measures for success to be determined as duties are assigned.

QUALIFICATIONS

Required Skills and Attributes
Successful work experience of increasing responsibility that has included the following:
   ▪ Research techniques to acquire information concerning the training and educational needs of business and industry firms in the area as well as public organizations such as cities, specials districts and the county;
   ▪ Principles and methods of program development and management at the college level, including but not limited to the development and management of Apprenticeship programs.
   ▪ Extensive experience in respectful and sensitive communication with people at various levels within organizations, who are diverse in their cultures, language groups and abilities;
   ▪ Principles and methods of grant development and management in the workforce and/or economic development arena;
   ▪ Demonstrated skill in oral and written communication, including persuasive public speaking and use of a variety of computer software to compose and prepare proposals, contracts, correspondence, various report formats and publicity material;
   ▪ Budget management, including statistical and financial reporting;
   ▪ Demonstrated skill in marketing techniques, website management, promotional materials production and event coordination.

Education
Possession of a Bachelor's degree in business administration, marketing, instructional design, or a related field, or an acceptable equivalent combination of education and experience.

License
Possession of a valid California Driver's License is required. Contract Education Program Development Manager must be able to use his/her personal automobile to perform work-related duties.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees May 20, 2003
Effective May 21, 2003
Board Designation: Administrative
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