CLASSIFICATIONS

Department: Assigned Education Center
Staff Category: Administrative Association (Classified Administrator)
Supervision Received From: Director, Extended Education
Supervision Given: Assigned Supervisory and Classified Staff

FLSA Status: Exempt
Salary Range: 57
Original Date: July, 2012
Last Revision: July, 2012

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for performing activities related to planning, organizing, and directing the overall operation of assigned education center including the supervision of the center/site, equipment and support staff; develops, implements and monitors the overall budget for assigned education center.

DISTINGUISHING CHARACTERISTICS.

The Manager, Education Center is distinguished from the Manager, Education Center/Counselor in that the latter is also responsible for providing counseling to students.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Plans, organizes, implements, and administers an assigned functional area through subordinate supervisors and staff.

3. Plans, organizes, and coordinates the day-to-day activities of assigned education center/site; coordinates assigned areas of responsibility with other functional units within the District.

4. Develops schedules for courses to be offered at the education center/site each semester; plans annual rotation of classes to allow students to complete programs and fulfill transfer requirements; works with department chairs and division deans in finalizing class schedules; monitors class size, cancellation, additions, and changes to schedules.

5. Interacts and collaborates with military, school district, or tribal hosts to meet the needs of specific areas of the District in offering needed courses.
6. Participates in the development, preparation, and monitoring of center/site budgets; researches and orders equipment and supplies.

7. Resolves problems involving instructors, staff, students, and the public on such issues as enrollment, registration, complaints, personnel issues, and others.

8. Anticipates and plans for instructional and non-instructional equipment at the education center/site.

9. Works with applicable internal departments to maintain a safe and healthy working environment.

10. Prepares a variety of complex statistical and/or narrative reports related to operations and activities for the assigned center/site.

11. Develops emergency procedures for assigned center/site.

12. Serves as an administrative liaison regarding center/site issues, concerns, and other related items.

13. Manages facilities, inventory control, and purchasing activities; identifies and arranges for off-campus sites to conduct classes.

14. Manages and participates in the coordination of center/site activities and the communication of new developments.

15. Develops marketing plans for the center/site; oversees the productions and dissemination of advertising materials and class schedules within geographical areas served.

16. Develops and presents goals and objectives for the assigned center/site.

17. Maintain a yearly calendar of events and daily activities for the assigned center/site.

18. Provides outreach activities for geographic areas served; represents the District to the local community.

19. Performs orientation sessions and pre-registration programming.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Educational goals and objectives of education centers.
3. Statewide Title 5 matriculation regulations.
4. Instructional policies, procedures, and methodologies.
5. Conflict resolution techniques.
6. Matriculation process, objectives, policies and regulations.
7. District-wide administrative methods and procedures.
8. Budgeting principles and practices.
9. Public relations principles and practices, including the use of tact, patience, and courtesy.
10. Community college organization, operations, policies, and objectives.
11. Applicable Federal, State, and local codes, laws, and regulations.

**Skill in:**

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Interpreting and applying applicable rules, regulations and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing and maintaining budgets.
7. Managing day-to-day operation of an education center/site.
8. Speaking in public.
9. Coordinating activities with deans and department chairs.
10. Analyzing workflow.
11. Projecting future needs and anticipating change.
13. Generating and identifying opportunities to improve present programs
14. Conducting matriculation program reviews for each component function.
15. Communicating clearly and concisely, both orally and in writing.
16. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
17. Reading, interpreting, applying, and explaining rules, regulations, policies and procedures.
18. Working independently with little direction.
19. Preparing reports by compiling and organizing data from a variety of sources.
20. Maintaining accurate and complete records.
21. Maintaining confidentially and discretion in work activities.

**Experience and Training Guidelines.**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years of experience in a community college setting, including two years of supervisory experience.

**Education/Training:**

Bachelor's degree in education or a related field.

**License and/or Certificate:**

Possession of a valid California Driver's License.
WORKING CONDITIONS.

Environmental Conditions:
Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.

Physical Conditions:
Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.