

## **MANAGER, REGIONAL ADULT EDUCATION CONSORTIUM**

### **DEFINITION**

Under administrative direction plans, organizes, controls, oversees, and implements activities involved in the Adult Education Regional Consortium, the Regional Plan, and the California Adult Education Program (CAEP); implements, coordinates, and oversees projects, direct personnel, resources and communications to meet the regional consortium and CAEP and Assembly Bill (AB) 104 state requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the assigned managerial staff. Exercises direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a management classification that plans, organizes, manages, provides direction and oversight, and participates in all operations, activities, and services of the Adult Education Regional Consortium and is responsible for providing professional-level support to the campus and community in a variety of areas. Assists in planning and development and administration of departmental policies, procedures, and services. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Associate Vice President, School of Continuing Education in that the latter has overall responsibility for all functions of the School of Continuing Education and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Provides overall leadership to and oversees and manages all aspects of the California Adult Education Program (CAEP) and the local Adult Education Regional Consortium.
2. Facilitates and coordinates with Consortium member institutions, Steering Committee, and Consortium stakeholders including faculty and staff from all member institutions.
3. Coordinates and supports the Regional Adult Education Consortium Steering Committee's work and implement the directives of the Steering Committee.
4. Coordinates professional development activities with faculty, staff, and administrators that include equity practices focused on increasing success and opportunities for a disproportionately impacted student population.
5. Manages Adult Education Regional Consortium personnel to achieve objectives.
6. Expresses an informed understanding of Adult Education Regional Plan and CAEP objectives to all regional, state, and College constituencies.
7. Develops and coordinates activities with Consortium stakeholders and member institutions in a manner that will facilitate maximum effectiveness and utilization of program resources.
8. Promotes and maintains relationships with business, labor, industry, governmental agencies, and community partners as indicated in the Regional Adult Education Consortium Plan.
9. Oversees and monitors the Consortium budget, in conjunction with the Steering Committee's vote, advises consortium members on the appropriate utilization of shared regional funds, and establishes a procedure for timely process and approval of expenditures.
10. Facilitates the development and implementation of an effective evaluation and assessment process for the consortium.
11. Remains thoroughly informed with current developments regarding Adult Education Regional Consortium and Department of Education policies and funding terms/conditions.

12. Ensures adherence to all applicable College, state, and federal requirements; oversees preparation and submission of required fiscal, quarterly, and annual state reports.
13. Oversees and facilitates the updating of the 3-year Adult Education Regional Consortium cooperative process among consortium members.
14. Supervises collection and analysis of data to evaluate progress on regional milestones of Adult Education Regional Consortium goals and objectives and works with Consortium administrators, faculty, and staff to institutionalize new practices and improvements.
15. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
16. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Equity and anti-bias practices that target improving the outcomes of diverse, disproportionately impacted students, particularly adult education and noncredit students.
5. Adult education and noncredit student characteristics and needs of students and programs.
6. Demonstrated commitment to implementation of adult education and noncredit programs.
7. Commitment to use of performance indicators for measurement of adult education and noncredit student and program success and overall impact on the Regional Consortium.
8. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
9. Modern office practices, methods, and computer equipment and applications related to the work.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Skills and Abilities to:**

1. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
2. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
3. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
4. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
5. Use English effectively to communicate in person, over the telephone, and in writing.
6. Work collaboratively as part of a regional team to achieve challenging objectives.
7. Demonstrate ability to manage large-scale projects requiring management of multiple responsibilities.
8. Strong interpersonal and communication skills.
9. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

**Education and Experience:**

Equivalent to graduation from a regionally accredited four-year college or university and a minimum of five (5) full-time equivalent years administrative experience in education, preferably in adult education or noncredit programs, including two (2) full-time equivalent years of experience with direct management of state or federally funded programs and two (2) full-time equivalent years of experience with instruction, and/or student services in an adult education or noncredit program.

**Preferred Qualifications:**

A minimum of two (2) years of coordination of a program with multiple partners from business, industry and/or education.

**Licenses and Certifications:**

The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents occasionally work in the field and are exposed to loud noise levels, inclement weather conditions, confining workspace, chemicals, electrical and/or mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff, students, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.