

Job Description

Title:	Assistant Director, Professional & Organizational Development
Unit:	Management
Range:	13
Management Steering Committee Review:	11/5/2019
Synopsis:	Update job classification to better align with the new roles and responsibilities
Rational	Job description incorporates Title V Grant work and responsibilities.

ASSISTANT DIRECTOR, PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

DEFINITION

Under the administrative **general** direction and oversight of the Director, Professional & Organizational Development, the Assistant Director, Professional & Organizational Development (POD), plans, organizes, manages, and assists with the oversight of functions and activities of the Director, Professional & Organizational Development; assists in managing the professional development function for the College; develops and delivers training and workshops; **assists in planning, organizing, and directing activities of specially funded projects**; and assists in managing various employee recognition and employee engagement programs for the College. Supports the academic mission and goals of the College through providing well qualified and engaged faculty, staff, and administrators. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Professional & Organizational Development assigned managerial personnel. Exercises general direction and supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification that manages all activities of the Professional & Organizational Development department. This class performs diverse, specialized, and complex work involving significant accountability and decision-making responsibility. ~~The incumbent organizes and assists with the oversight of day-to-day activities and is responsible for providing professional level support to the Director, Professional & Organizational Development in a variety of areas.~~ Assists in short- and long-term planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other departments. This class is distinguished from the Director, Professional & Organizational Development in that the latter has overall responsibility for all functions of the Professional & Organizational Development unit and for developing, implementing, and interpreting institutional policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and assists with the oversight of all Professional & Organizational Development programs, services, **specially funded projects**, and activities.
2. Assists with the development and administration of the department's annual budgets and related funds; assists with the forecast of additional funds needed for staffing, equipment, materials, and supplies; assists with the monitoring and approval of **budget** expenditures **ensuring the appropriate use of funds**; assists with the implementation of adjustments as necessary.
3. Assists with the selection, training, motivation, and direction of ~~department~~ **assigned** personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities, and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
4. Manages the ~~daily~~ services and activities of the Professional & Organizational Development department, including operations, providing support services, developing course offerings, budgeting, and facilities management.

5. In conjunction with the Director, Professional & Organizational Development, develops, implements, and improves course offerings; and provides information and access to campus community.
6. Coordinates professional development and related communications and information between College personnel, administrators, students, departments, vendors, and others; calendars and maintains event timelines and priorities; ensures event activities comply with established standards, requirements, laws, codes, regulations, policies and procedures; ensures proper and timely resolution of issues and conflicts.
7. Confers with College departments in the planning and implementation of efficient and effective professional development services designed to meet community expectations and needs.
8. **Facilitates the development, implementation, monitoring, and compliance of specially funded projects.**
9. **Assists with facilitation of development and implementation of effective evaluation and assessment processes to evaluate progress on department and specially funded project goals and objectives.**
10. Participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to **applicable College, state, and federal requirements of specially funded projects, as well as** professional development, projects, programs, personnel, financial activities, and assigned duties; maintains and directs the maintenance of working and official departmental files; ensures reports are submitted to appropriate parties according to established timelines.
11. ~~Attends and participates in professional group meetings and various College committees and advisory groups; stays abreast of new trends and innovations in the fields of professional development, and other programs and services as they relate to the area of assignment.~~
12. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects ~~as assigned by the Director, Professional & Organizational Development.~~
13. ~~Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.~~
14. ~~Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.~~
15. ~~Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.~~
16. **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.**
17. ~~Assists the Instruction management team on a variety of projects and p~~**Performs other** related duties as **assigned** necessary.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
3. Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.

4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
7. Information technology for developing, promoting, and delivering professional development opportunities.
8. Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
9. **Research-based** principles, practices, theories, and methods of planning, organizing, and directing College professional development, operations, and activities.
10. ~~Current event management and professional development course offerings.~~
11. General practices, procedures, and techniques involved in customer relations, marketing functions.
12. Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports, **including commitment to use of performance indicators for measurement of project success and impact of work on the College.**
13. Modern office practices, methods, and computer equipment and applications related to the work.
14. ~~English usage, grammar, spelling, vocabulary, and punctuation.~~
15. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
16. ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.~~

Skills & Abilities to:

1. ~~Recommend and implement goals, objectives, and practices for providing effective and efficient services.~~
2. Evaluate and develop improvements in operations, procedures, policies, or methods.
3. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
4. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
5. ~~Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.~~
6. **Remain thoroughly informed regarding applicable district, state, federal laws and policies related to department programs and services.**
7. Effectively represent the department and the College in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
8. ~~Establish and maintain a variety of filing, record keeping, and tracking systems.~~
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. ~~Understand scope of authority in making independent decisions.~~
11. ~~Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.~~
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

13. Provide administrative and professional leadership and direction for the department; understand scope of authority in making independent decisions; review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
15. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
16. ~~Develop and deliver training courses.~~
17. ~~Research, analyze, and evaluate new service delivery methods, procedures, and techniques.~~
18. Utilize information technology for developing, promoting, and delivering professional development opportunities.
19. Partner with the College community in order to become aware of existing professional development and employee activities, and to develop and deliver new offerings in support of College values and goal.
20. ~~Partner with Instruction and Human Resources in order to support College values and goals.~~
21. ~~Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.~~
22. ~~Operate modern office equipment including computer equipment and specialized software applications programs.~~
23. Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.
24. Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
25. Use English effectively to communicate in person, over the telephone, and in writing.
26. ~~Understand scope of authority in making independent decisions.~~

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree graduation from a regionally accredited four-year college or university with major coursework in professional development, organizational development, educational leadership, human resources, personnel management, public administration, organizational management, or a related field and three (3) full time equivalent years of increasingly responsible administrative and project management experience that involved providing training to employees directly and/or through electronic media.

Preferred Qualifications:

1. ~~Strong interpersonal and relationship management skills~~
2. ~~Ability to exhibit energy, enthusiasm, and positive outlook~~
3. ~~Advanced Microsoft Office (PowerPoint, Excel and Word) software skills~~

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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

~~Employees~~ **Incumbents** work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. ~~Employees~~ **Incumbents** may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.