

Job Description

Title:	Manager, Regional Adult Consortium
Unit:	Management
Range:	14 (<i>previously range 13 funded by restricted funding through Consortium</i>)
Committee Review:	4.14.2022
Synopsis:	Revision This job description was created in 2021; however, as the positions has become acclimated in its responsibilities, the regional consortium recommended the positions be updated to reflect more of the responsibilities needed to manage the consortium. The changes in the job description are to reflect those changes, clarified responsibility, and updated minimum qualifications.
Rational	
Incumbent	Vacant

MANAGER, REGIONAL ADULT EDUCATION CONSORTIUM

DEFINITION

Under administrative direction directs, plans, organizes, controls, oversees, and implements activities involved in the California Adult Education Program (CAEP), including 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. **The incumbent assists and provides guidance to regional consortium member administrators.** Assists in planning, ~~and~~ development, and administration of ~~departmental~~ **state and** local 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~~ **knowledge of educational policy.** **The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering the regional consortium's goals and objectives.** ~~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. **Develops, directs, and** ~~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. **Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with incumbents on performance issues; implements discipline procedures; responds to staff questions and concerns.**
6. ~~Manages Adult Education Regional Consortium personnel to achieve objectives.~~
7. Expresses an informed understanding of Adult Education Regional Plan and CAEP objectives to all regional, state, and College constituencies; **develops and coordinates with consortium stakeholders to implement and achieve objectives.**
8. Develops and coordinates activities with ~~Consortium~~ stakeholders and member institutions in a

manner that will facilitate maximum effectiveness and utilization of program resources.

9. **Oversees and leads the development and implementation of an effective evaluation and assessment process for the consortium.**
10. **Oversees and leads the development and implementation of marketing strategies to promote programs, projects, and services; plans and coordinates assigned program workshops, presentations, information sessions and events.**
11. Promotes, **develops**, and maintains relationships with business, labor, industry, governmental agencies, and community partners as indicated in the Regional Adult Education Consortium Plan.
12. 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.
13. ~~Facilitates the development and implementation of an effective evaluation and assessment process for the consortium.~~
14. ~~Remains~~ **Ensures the consortium Steering Committee and members are** thoroughly informed with current developments regarding Adult Education Regional Consortium and ~~Department of Education~~ **the state** policies and funding terms/ **and** conditions.
15. Ensures **compliance, recommends and implements changes** adherence to all applicable College, state, and federal requirements; oversees preparation and submission of required fiscal, quarterly, and annual state reports.
16. **Researches and analyzes program data; prepares comprehensive technical records and reports; takes corrective action as necessary.**
17. Oversees and facilitates the updating of the 3-year Adult Education Regional Consortium **Plan with cooperative process among** consortium members.
18. 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.
19. 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.
20. **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. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authority as necessary.**
21. Performs **other** related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. **Principles and practices of supporting a divers, equitable, inclusive, and anti-racist academic and work environment.**
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
3. 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. Equity and anti-bias practices that target improving the outcomes of diverse, disproportionately impacted students, particularly adult education and noncredit students.
6. Adult education and noncredit student characteristics and needs of students and programs.

7. ~~Demonstrated commitment to implementation~~ **Implementation strategies** of adult education and noncredit programs.
8. ~~Commitment to use of P~~performance indicators for measurement of adult education and noncredit student and program success and overall impact on the Regional Consortium.
9. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. **Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.**

Skills and Abilities to:

1. **Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of faculty and staff.**
2. **Articulate and communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.**
3. **Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.**
4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
5. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
6. **Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.**
7. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
8. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
9. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
10. ~~Work collaboratively as part of a regional team to achieve challenging objectives.~~
11. ~~Demonstrate ability to manage large scale projects requiring management of multiple responsibilities.~~
12. ~~Strong interpersonal and communication skills.~~
9. **Communicate effectively through various modalities.**
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; **understand scope of authority in making independent decisions.**
12. 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)~~ **three (3)** full-time equivalent years **of progressive management** administrative experience in education, **instruction**, ~~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:

1. A minimum of two (2) years of coordination of a program with multiple partners from business, industry and/or education.
2. **Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution; OR**
3. **Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.**

Licenses and Certifications:

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