

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Director, Community and Contract Education

Department: Community and Contract Education

Time (FTE): 1.0 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday; 8:00 - 5:00

Salary Schedule (Range): M-15

Background and Rationale (use back of form if additional space is needed): See attached.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s):	<u>11000 - 47000 - 21500 - 70100 - 2100</u>	<u>Community Services</u>	<u>57.5%</u>	<u>118,760</u>
Account Number(s):	<u>13430 - 43000 - 21500 - 68100 - 2100</u>	<u>Training Source -</u>	<u>21.25%</u>	<u>Amount \$ 43,890</u>
Account Number(s):	<u>13500 - 47030 - 21500 - 70100 - 2100</u>	<u>Contract Instruction</u>	<u>21.25%</u>	<u>Amount \$ 43,890</u>

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☒ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature <u>[Signature]</u>	Date <u>3-29-22</u>	4. Human Resources Signature <u>[Signature]</u>	Date <u>4/28/22</u>
2. Division Vice President Signature <u>[Signature]</u>	Date <u>4/25/22</u>	5. Vice President, Human Resources <u>[Signature]</u>	Date <u>4/28/22</u>
3. Chief Compliance/Budget Officer Signature <u>[Signature]</u>	Date <u>04/26/2022</u>		

☒ Funding available ☐ Funding not available Position Number: MC9984 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CBO [Signature] Date May 3, 2022

☒ Continued Funded Position (ex. Vacancy)
 Former Employee (if applicable): Paulo Madrigal
 Last day of employment: 2/28/22
 Reason for vacancy: Retirement
 (Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
 (Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential
☐ Supervisory ☒ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
 (Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
MC9984	1.000	MN	15	3	12	Dir, Com and Contract Ed	11000	57.50%	82,409	36,351	118,760	UGF
MC9984	1.000	MN	15	3	12	Dir, Com and Contract Ed	13430	21.25%	30,456	13,434	43,890	Community Services
MC9984	1.000	MN	15	3	12	Dir, Com and Contract Ed	13500	21.25%	30,456	13,434	43,890	Training Source-Contract Instruct
									\$ 143,320	\$ 63,219	\$ 206,539	

DIRECTOR, COMMUNITY AND CONTRACT EDUCATION

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community and Contract Education Department, including development and implementation of fee-based and noncredit courses and programs and contract training; coordinates assigned activities with other District departments, staff, and outside agencies; provides highly responsible and complex professional assistance to the Dean, Continuing Education in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Continuing Education. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Community and Contract Education Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Dean, Continuing Education in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Dean, Continuing Education in that the latter has overall management responsibility for all Continuing Education Division functions, programs, and activities, for accomplishing division planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all Community and Contract Education Department programs, services, and activities, including fee-based and noncredit courses and contract training.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department 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 and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Develops and implements marketing strategies to promote departmental programs.
- Develops, implements, and evaluates course fee structures.
- Seeks and develops new fee-based and contract training opportunities; delivers and evaluates operations, courses, and activities.
- Reviews, evaluates, and selects course proposals for fee-based programs; interviews, selects, and hires presenters and instructors for fee-based and contract education; sets up and negotiates terms of contracts.
- Plans, implements, and coordinates fee-based summer program.
- Coordinates with information technology in development, implementation, and upgrade of application systems within the division.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to community and career education.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of community and contract education and other programs and services as they relate to the area of assignment.
- Collaborates and communicates with other District departments and staff and community agencies to develop and implement effective community and career education programs.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Continuing Education.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and 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.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of community and contract education programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to contract and community education programs, services, and operations.

- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of contract and community education programs, services, and activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 Master's degree from a regionally accredited college or university with coursework in education, business or public administration, or a related field and five (5) years increasingly responsible

experience working with vocational training, community education, contract training, or similar programs.

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 District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.