

CLASS SPECIFICATION
Center for Training & Professional Development Manager

FLSA Status: Exempt
EEOC Job Category: Professional
Union Representation: Unrepresented

GENERAL PURPOSE

Under general direction, plans, supervises, integrates, coordinates and evaluates Workplace Learning Resource Center grant initiative programs and services; develops, coordinates and conducts program outreach and promotional activities; supervises and provides direct technical training/consultation services to program clients; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Center for Training and Professional Development Manager is responsible for the administration and implementation of the Workplace Learning Resource Center grant initiative programs and services to provide technical and specialized information and direct services to program clients on a wide array of matters related to marketing and selling customized training as it relates to the grant for the business sector. The incumbent provides administrative and technical management and coordination on program activities including the managing of budgets for the Workplace Learning Resources grant enterprise fund budgets, reconciliations and managing cash deposits for program income. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, oversees, administers, integrates, implements and evaluates Workplace Learning Resource Center grant initiative programs and services; interprets and applies current, detailed knowledge of program-specific federal, state and local laws and regulations, grant and program guidelines/requirements and District policies and procedures to carry out program management duties; contributes to the development of and monitors performance against annual program budgets, including the review and monitoring of program expenditures to grant funding and program requirements; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District 's quality and service expectations; participates in coordinating and integrating program functions and responsibilities to achieve optimal efficiency and effectiveness; recruits, selects, provides work direction to and monitors performance of independent consultants/trainers and student workers involved in carrying out program activities; develops and recommends annual program/service calendar.

2. Develops, coordinates and conducts program outreach plans and promotional activities; makes formal and informal presentations to local business community and associations; participates in development of, produces and distributes program marketing materials, including ads and brochures.
3. Supervises and provides direct technical training/consultation services to program clients; assesses and identifies client service/informational needs and recommends training seminar/workshops or direct service additions/modifications to program, in compliance with grant and District requirements; conducts assigned workshops or provides direct consultation to clients, as appropriate; responds to and addresses client complaints and issues with training/services.
4. Serves as Program representative/expert resource with a variety of internal and external contacts; coordinates and communicates with multiple local, state and federal agency contacts regarding program/grant requirements; coordinates, administers and supervises collaborative initiatives/programs on a local or state-wide basis; plans, organizes and conducts advisory board and other special meetings.
5. Prepares, updates and maintains assigned reports, data and information.

OTHER DUTIES

1. Attends community events, workshops, seminars, conferences and other program-related events, as directed.

QUALIFICATIONS

Knowledge of:

1. Customized training processes for business sector, local Chambers of Commerce, local and state agencies, and Community Based Organizations.
2. Federal, state and local laws, regulations and court decisions applicable to programs and areas of responsibility, including grant-funding regulations.
3. Training models, principles, theories, methods and techniques successful in providing services to client groups.
4. Research methods and data analysis techniques.
5. Administrative practices and procedures, including record keeping and filing practices and procedures.
6. Standard business software, including word processing, data base and spreadsheet programs.
7. Principles and practices of sound business communication.
8. Principles and practices on consultant contract administration and staff supervision.

Ability to:

1. Manage, oversees and administer the programs, services, staff and consultants/trainers of the Workplace Learning Resource Center programs and other professional development programs.
2. Develop and deliver customized training for the business and public sector.
3. Organize, coordinate and conduct effective training seminars and consulting services for business and other clients, meeting all state-mandated requirements.
4. Make effective oral presentations to a variety of audiences with differing levels of knowledge regarding internal trade issues.
5. Communicate clearly and effectively, both orally and in writing.
6. Interpret, apply, explain and reach sound decisions in accordance with Federal, state and local laws and regulations related to Program administration, implementation and funding and District policies and procedures.
7. Exercise sound, independent judgment within general policy guidelines.
8. Operate a computer using word processing, database and other business software and other standard office equipment.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with District management, administrators and staff; diverse community, business and industry contacts and clients; collaborative partner contacts; independent program consultant/trainers; the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a bachelor's degree in business or public administration and at least three years of progressively responsible experience in project management, grant administration, training/program development and delivery, customer service, marketing and contracts; or an equivalent combination of training and experience. Experience in the community college environment and private sector is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; observe and interpret peoples and situations; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, administrators and staff; diverse community, business and industry contacts and clients; independent program consultant/trainers; collaborative partner contacts and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.