

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **MANAGER, EDUCATION CENTER / COUNSELOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Plan, organize, and direct the overall operation of assigned education centers including the supervision of the site, equipment and support staff; develop, implement and monitor the overall budget for assigned education centers; administer and interpret interest inventories and vocational interest testing.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Director Extended Education and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Plan, organize and coordinate the day-to-day activities of assigned education sites; coordinate assigned areas of responsibility with other functional units within the District.
2. Coordinate activities with the host school district or military.
3. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
4. Develop schedules for courses to be offered at the education sites; work with department chairs and division deans in finalizing class schedules.
5. Implement and monitor the overall budget for education sites.
6. Resolve problems involving instructor, staff, students and the public on issues such as enrollment, registration, complaints, personnel and others.
7. Perform orientation sessions and pre-registration programming.
8. Develop marketing plans for the sites; oversee the production and dissemination of advertising materials and class schedules within the geographic areas served.
9. Develop and present goals and objectives for the sites.
10. Maintain a yearly calendar of events and daily activities for the sites.
11. Manage facilities, inventory control and purchasing activities; identify and arrange for off-campus sites to conduct classes.

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12. Conduct meetings as appropriate to provide for proper coordination of activities and communication of new developments.
13. Provide for outreach activities for geographic areas served; represent the District to the local community.
14. Perform orientation sessions and pre-registration programming for students; perform orientation for faculty.
15. Resolve problems involving instructors, staff, students and the public on issues such as enrollment, registration, complaints and personnel.
16. Counsel students and develop degree plans; review student transcripts for eligibility for classes, degrees and transfers.
17. Review and sign SOCMAR/NAV contracts.
18. Monitor class size, cancellations, additions and changes to schedules.
19. Prepare a variety of reports for the sites including facilities use, statistical reports, master schedule and others as needed or appropriate.
20. Participate in shared governance through service on planning and/or operations committees and task forces.
21. Perform other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Educational goals and objectives of education centers.
- Statewide Title V matriculation regulations.
- Matriculation process, objectives, policies and regulations.
- Counseling principles, practices and techniques.
- Assessment and vocational testing methods and interpretation.
- District-wide administrative methods and procedures.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

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**Ability to:**

- Manage day-to-day operation of education center/site.
- Counsel students regarding course of study.
- Interpret assessment and vocational tests.
- Coordinate activities with deans and department chairs.
- Perform matriculation program reviews for each component function.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

**Experience and Education/Training Guidelines:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Master's degree from an accredited college or university with major coursework in education, social work, counseling, psychology or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License; minimum qualifications for Community College Counselor certificate.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between education center, satellite sites and other District locations.

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