

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, OCCUPATIONAL & NON-CREDIT PROGRAMS**

*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**

To plan, organize, direct and control the activities, services and operations associated with the development, management and scheduling of occupational and noncredit programs.

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

This position receives direction from the Dean of Career, Technical and 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, direct and control the activities, services and operations of the occupational and non-credit programs; allocate personnel and resources to optimize efficiency, effectiveness and achievement of the goals identified in the District's Strategic Plan.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; promote and discipline personnel in accordance with established policies and procedures; monitor and evaluate assigned instructors teaching on campus, satellite centers, and business and community sites.
3. Provide leadership for program development and coordinate activities with program sponsors and manage all apprenticeship programs in accordance with appropriate regulations and guidelines.
4. Coordinate with the Chancellor's Office regarding finance, program approval, industrial education and apprenticeship in course/program approval and/or expansion.
5. Develop new programs as needed to meet labor market demands and lifelong learning needs and trends.
6. Prepare and submit scheduling recommendations to the Dean for credit and non-credit occupational courses that adhere to the District's scheduling parameters and timelines and meet the training requirements of business, industry and apprenticeship program sponsors.
7. Prepare schedules for other non-credit courses which serve the needs of communities within the service area.

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8. Maintain current knowledge of new developments and innovations within the occupational and non-credit program fields keeping up to date with programs being offered within community colleges and higher education.
9. Develop, write, implement and enforce policies, procedures, systems and documents as needed; write and/or oversee the writing of curriculum for occupational and non-credit courses and secure classroom locations.
10. Maintain active advisory boards for all programs and services.
11. Prepare budgets and submit to the Dean for unrestricted, restricted and designated programs.
12. Develop and monitor the budget and manage financial resources consistent with District policy and sound financial management; assure fiscal compliance and accountability with applicable laws and regulations.
13. Conduct a variety of organizational and operations studies and investigations; make modifications to existing programs, policies and procedures, as appropriate.
14. Secure donations and grant funds for development, implementation and maintenance of new and existing programs.
15. Write, submit and perform Project Directors' duties as required by grants.
16. Meet with business and industry to promote Palomar College's Certificate and AA Degree programs and seek donations for the College and instructional programs.
17. Coordinate registrations for off-site students, as needed.
18. Prepare statistical information for required reports to the State Chancellor's Office for operation of apprenticeship programs.
19. Provide responsible staff assistance to the Dean of Career, Technical and Extended Education.
20. Participate in shared governance through service on planning and/or operations committee and task forces.
21. Perform related duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Procedures and processes for course and program development.
- Credit and non-credit FTES eligible subject areas.
- Non-credit student constituency.
- Procedures for managing apprenticeship programs.
- State apportionment for community education for credit and non-credit programs.

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**Knowledge of:**

- Applicable city, county, state and federal laws, codes and regulations; applicable sections of Education Code and Title 5 of the California Code of Regulations.
- Principles and practices of supervision, training and performance evaluation.
- Modern office procedures, methods and computer equipment including applicable software applications.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Community College organization, operations, policies and objectives.

**Ability to:**

- Plan, organize and coordinate day-to-day operations and activities.
- Interpret applicable city, county, state and federal laws, codes including applicable sections of the Education Code and Title 5 of the California Code of Regulations.
- Train, evaluate and supervise personnel.
- Develop and administer goals, objectives and procedures.
- Effectively respond to all situations/incidents using sound judgment and decision making skills.
- Prepare and administer program budgets.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain detailed records and prepare reports, proposals, policies and programs.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize, schedule timelines, plan and organize work.
- Develop appropriate marketing materials.

**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 in education, business or a related field from an accredited college or university.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor environment; exposure to computer screens, noise and electrical energy; driving to off-site locations; extensive contact with members of the community.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials; must be able to travel between site locations.

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