



PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Manager, Camp Pendleton Education Site

Department:	Camp Pendleton Education Site	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	60
Supervision Received From:	An Assigned Director, Education Center	Original Date:	9/2022
Supervision Given:	Assigned classified, hourly and volunteer employees	Last Revision:	9/2022

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 by individual positions.

JOB SUMMARY.

Manages, plans, coordinates, and administers the daily operations of the District’s Camp Pendleton Education Site, including the provision of student, instructional, and other educational support services; represents the College and serves as a liaison between the Camp Pendleton Marine Corps Base and Palomar College.

DISTINGUISHING CHARACTERISTICS.

Manager, Camp Pendleton Education Site is a standalone class with responsibility for planning, managing and coordinating operations of the Camp Pendleton Education Site. This class is distinguished from Director, Education Center by the latter’s responsibility for serving as the highest-level administrator overseeing instructional programs and student services for a group of assigned education centers and sites.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Plans, manages, coordinates, and promotes the activities of the District’s Camp Pendleton Education Site; coordinates and supports instructional programs, student services and outreach for Site programs and activities; develops recommends, and implements operational procedures, goals, and objectives in alignment with District Governing Board policies and administrative procedures, relevant laws and regulations, and military installation requirements.
2. Performs full supervisory activities, subject to management concurrence and in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Represents the College and serves as a liaison for Palomar College with base education services officers and other officers and officials; partners with representatives of other colleges to support delivery of on-site and virtual educational programs; prepares, negotiates, distributes, and executes classroom facility agreements with various military units to secure educational locations each semester; assists faculty in accessing the base and with classroom/location

assignments, base relations, and other information; attends meetings with base officials and personnel and builds strong working relationships with the base community.

4. Organizes, implements, coordinates and oversees student support services delivered at the Education Site, including, but not limited to, admissions, bookstore, cashiering services, counseling services, disability resources, evaluations, financial aid, library, tutoring services, and veterans' services; serves as the liaison and direct point of contact for students utilizing My Career Advancement Account (MyCAA) and Tuition Assistance.
5. Collaborates with the District's Instructional Services Office in the development of course offerings and educational programs appropriate to the Educational Site; evaluates and plans class schedules each semester; proposes new program offerings based on student needs and demands; provides information on course enrollment history and student evaluations; facilitates faculty engagement activities to ensure educational programs go smoothly and meet District and base objectives.
6. Develops and monitors the assigned budget and manages fiscal resources consistent with District policy and sound financial management principles.
7. Develops, designs and executes advertising and marketing campaigns for Camp Pendleton educational programs and opportunities; oversees and maintains up-to-date information on the Education Site website; coordinates and participates in outreach events on and off the base, including education fairs, base events and presentations to specific military units; designs and purchases outreach materials.
8. Conducts research and performs statistical analysis; prepares a variety of statistical reports and studies relevant to assigned areas and as required by the District's memorandum of understanding with the base.

Marginal Functions:

1. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A bachelor's degree in education, business, public administration, or a related field from an accredited college or university.

Experience: Five years of experience in managing instructional and/or student support services in an educational setting, including one year of supervisory experience.

Licenses/Certificates: Possession of a valid California Driver's License by time of appointment.

Preferred Qualifications:

1. Experience with working in a military environment and with military personnel.

Knowledge of:

1. Leadership and managerial principles and practices, including selection, training, evaluating, and discipline.
2. Policies and objectives of diversity, equity, inclusion, and accessibility and antiracism programs and activities.
3. Federal, state and local laws, codes, regulations, and court decisions applicable to community colleges including the California Education Code and Title 5 of the California Code of Regulations.

4. Operations, services and activities of an educational site within a community college district, particularly as applicable to a military education site.
5. Principles and procedures of college admissions, financial aid, and enrollment management.
6. District student services policies and procedures.
7. Principles, practices, and tools utilized in marketing and publicity as applicable to assigned responsibilities.
8. Procedures, methods, and techniques of budget preparation and maintenance.
9. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
10. Computerized data management, storage and retrieval systems relevant to area of responsibility.
11. Principles and practices of report preparation.
12. English usage, spelling, grammar and punctuation.
13. Service delivery standards and systems and customer satisfaction evaluation techniques.
14. Public and community relations principles, including the use of tact, patience and courtesy.
15. Community college programs, services, operations, and activities.
16. Protocols and etiquette applicable to interactions with military officers and personnel.
17. College human resources policies and labor contract provisions.

Skill in:

1. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
2. Planning, organizing and managing instructional and student support programs at a military base educational site.
3. Managing, supervising, training, and directing the work of others.
4. Providing leadership, support, and assistance to internal and external individuals and groups.
5. Working collaboratively with faculty, administrators, staff and Camp Pendleton personnel to provide effective and efficient delivery of instructional and student support services.
6. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
7. Utilizing a computer and related software applications.
8. Establishing and maintaining effective working relationships with those contacted in the course of work, particularly with military officers and personnel.
9. Developing, analyzing, and maintaining a department budget.
10. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
11. Communicating clearly and concisely, both orally and in writing.
12. Mediating difficult and/or hostile situations.
13. Maintaining current knowledge of assigned program rules, regulations, requirements, and restrictions and with military base requirements.
14. Maintaining accurate and complete records.
15. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues and situations.

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 mental and physical fitness to perform necessary job functions with or without accommodation. Position requires occasional travel to District and other locations to represent the District and provide information.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.