

COLLEGE OF MARIN JOB DESCRIPTION

Community Education & Services Program Specialist

Purpose Statement

The job of Community Education & Services Program Specialist is done for the purpose/s of providing a wide variety of administrative duties related to program planning and implementation, schedule publication and website design and maintenance, supervising the CES department, providing support to assigned administrator, ensuring compliance with program financial, legal and administrative requirements; and coordinating the broad array of services provided to students, instructional, support employees and the community.

Essential Functions

Acts as campus liaison for a variety of external parties and responds to inquiries (e.g. public agencies, private business, trends, enrollment, facility space/usage requirements) for the purpose of providing information scheduling classes, facilitating communication between parties, providing direction and establishing rental agreements.

Administer space management for the District for all facilities rentals and any weekly/weekend special events for the purpose of coordinating communication, building conditions (heat/air) and security and custodial assignments on a weekly basis.

Compiles data from a variety of sources for the purpose of complying with financial, legal and/or administrative requirements.

Composes documents (e.g. correspondence, flyers, course descriptions, production and facilities calendars) for the purpose of documenting events, providing and or requesting information for attracting registration and community participation in college functions.

Coordinates curriculum scheduling for the purpose of ensuring that the department is in compliance with state and college course approval requirements, as well as maintaining an appealing and current program for the purpose of attracting registration.

Coordinates and edits quarterly noncredit class schedule for all areas that submit information (e.g. Admissions, DSP, noncredit Computers, ESL) for the purpose of providing accurate and complete information to the public.

Coordinates and facilitates a variety of complex department projects (e.g. faculty evaluations, facility rentals, the Nursing Home/Senior Day Program, bidding, printing and distribution of the quarterly noncredit schedule) for the purpose of ensuring compliance with contracts and/or efficiency and continuing financial success of the department .

Coordinates and monitors part-time faculty evaluations and part-time faculty assignments for the purpose of compliance with the negotiated faculty contract lottery and load issues.

Designs, builds, uploads and maintains quarterly department website for the purpose of ensuring that website information is current and presented in an attractive and user friendly format.

Develops and maintains room matrix for classes and classroom reservations for the purpose of ensuring facilities availability, meeting the requirements of faculty and resolving scheduling conflicts for the noncredit program.

Maintains a variety of documents, files and records (e.g. course approvals, outlines and scheduling, pre-production of noncredit schedule, course completions certificates, DMV documents etc.) for the purpose of providing up-to-date reference and ensuring availability of documentation as may be required for future audit, reference and/or adhering to regulatory contractual requirements.

Orients new personnel regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into program operations.

Prepares a variety of written materials (e.g. reports, budgets, attendance audits, billings, schedules, calendars, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Procures supplies, equipment, facilities and/or staffing for the purpose of meeting the requirements of the Community Education department.

Researches a variety of information for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.

Supervises office staff for the purpose of meeting work requirements.

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

Assists other personnel for the purpose of supporting them in the completion of their work activities.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple highly complex technical tasks with a frequent need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analyzing data; operating standard office equipment including pertinent software applications; planning and facilitating projects; performing standard bookkeeping procedures; preparing and maintaining accurate records; conflict management and strong organizational skills. Use of new or additional equipment brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: standard accounting principles and practices; Internet capabilities and web page design and management; web editing software (i.e. Visual Page Frontpage, Dreamweaver); HTML programming; formatting graphics; and strong writing skills including concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working as part of a team; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with constant and sustained interruptions; working with detailed information/data. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.

Responsibility

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a department, large work unit and/or across several small work units; and monitoring the use of funds. Significant utilization of

resources from other work units is required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience: Job Related Experience with increasing levels of responsibility is required.

Education: Community College and/or Vocational School Degree with study in job related area.

Required Testing: Certificates & Licenses:

Continuing Educ. / Training: Clearances: Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status: Non Exempt

Salary Grade: CSEA 121