



## **JOB TITLE: DEAN OF COMMUNITY ADVANCEMENT**

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	16	Board Approved:	February 19, 2008

---

### **BASIC FUNCTION:**

Under the direction of the Vice President of Student and Community Advancement, provide leadership to the Community Advancement Division in planning, organizing, and directing the provision of the college's economic and workforce development programs and services, including, but not limited to contract education, business partnerships, Workplace Learning Resource Center, Center for Applied Competitive Technologies (CACT), Small Business Development Center, Community Education Center for International Trade Development and California-Mexico Trade Assistance Center; Inglewood Center and Inglewood One-Stop; supervise the administration of the Division budget; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Provide leadership in working with corporate partners, economic development agencies and community leaders and with college personnel in furthering the services to our business and industry partners and enhancing the workforce and economic development component of the college's strategic plan.

Provides strategic directions with an entrepreneurial approach in the development of corporate training and career and occupational programs to serve the region, partnering with local business, labor organizations, government agencies, other educational partners and professional organizations.

Work with a diverse group of managers, faculty, staff and community representatives to plan for the provision of quality programs and services in the areas of business and community training, education and partnerships.

Provide leadership and training for the acquisition of grants, special funding and external support for institutional advancement.

Provide leadership in the use of technology to facilitate the advancement of non-traditional business, industry and community programs and services.

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new non-traditional programs and services.

Responsible for the development and maintenance of relationships with civic and community leaders in the Sacramento region in the areas of business and industry training, economic development and regional competitiveness.

Maintain current knowledge of new developments and innovative community outreach efforts and economic and workforce learning programs in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet business and community needs.

Maintain knowledge of new grant sources and grant application processes and recommend changes to maintain successful grant applications.

Recommend and participate in development of policy as necessary for the District to properly implement, evaluate, augment and change community outreach efforts, and non-traditional programs and services.

Facilitate internal and external needs assessment surveys to ensure that the College is addressing the needs of the campus, business and industry, and community.

Provide leadership in developing long-term business and industry and community partnerships and positive relations whereby the District is regarded as an integral part of business and industry and community.

Communicate with staff by holding regular meetings to facilitate planning and decision-making and to have staff informed about overall college issues and projects.

Provide leadership in the development of Division long-range plans, annual goals and objectives, and evaluative measures to ensure the on-going commitment to quality and excellence.

Evaluate the fiscal stability of non-traditional and community programs and services.

Provide leadership in budget development and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds.

Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.

Facilitate internal partnerships between and among the three major areas of the college: academic affairs, student and community advancement and administrative services.

Analyze requests for staff to meet short and long term needs and make recommendations to the Vice President; assist in the development of job descriptions for new positions.

Evaluate staff and program effectiveness, organize committees for the hiring process and assure compliance with district personnel policies, procedures and practices for the employment of faculty, classified staff, management, students and short-term, temporary and substitute workers.

Represent the District and the Vice President of Student and Community Advancement as needed.

Submit written and make oral reports and presentations as necessary to campus and community, state and national groups.

Support adherence to state and federal laws.

Perform other duties as assigned.

## **JOB QUALIFICATIONS:**

### Education and Experience:

Requires a Master's degree or the equivalent\* and three years experience in program administration and budget management; sensitivity to and understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds of college students, and of individuals with disabilities.

\*Equivalency to be determined by the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.

## **OTHER QUALIFICATIONS:**

### Knowledge/Areas of Expertise:

Higher education in community colleges, including the mission of the California Community Colleges.

Knowledge of best practices in assessing employer/client needs, identifying occupational trends and administering organizational structures that support service provider networks.

Knowledge of performance consulting techniques.

Knowledge of marketing strategies for educational services.

Knowledge of regional organizations involved in training and educational services to the business community.

Ability to provide leadership in technical assistance and support that results in new or enhanced local, regional and state economic or career and technical development projects.

Knowledge of sales for consultation and training services in a competitive environment.

Curriculum development; course articulation.

Principles and practices of effective administration, supervision and training.

Interpersonal skills using tact, patience courtesy, respect.

Budget preparation and control.

District organization, operations, policies and objectives.

Oral and written communication skills.

### Abilities/Skills:

Plan, organize, develop and evaluate the provided programs, activities and services.

Develop and modify curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing, with peers, faculty, staff, student and community members.

Work effectively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Present a positive image of the college.

Train, supervise and evaluate personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines; plan and organize work effectively.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services.

Understand the needs of the division in the context of the overall institutional program and participate with the management team to set goals and priorities for the College.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal-setting and decision-making.  
Organize multiple projects and carry out required project details throughout the year.  
Evaluate recommendations for program improvements and/or new program efforts.  
Develop grant or special project applications.

**Licenses or Other Requirements:**

Valid California driver's license.

**WORKING CONDITIONS:**

May be required to drive to offsite locations periodically.  
Move from one work area to another.  
Hand, wrist, finger dexterity to operate various office machines.  
Multicultural diverse work environment.  
Lift up to 25 lbs.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.