

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, NOCE [Program]	Range: 14 (CL)	Management Schedule
Date Revised:	June 11, 2013; December 8, 2015	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a designated NOCE Associate Dean, this position is responsible for assisting with the organization, coordination and implementation of assigned North Orange Continuing Education programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists in the organization, coordination and implementation of assigned North Orange Continuing Education programs; assists in program improvement and development of course offerings.
2.	Assists in investigating and planning course offerings at locations throughout the District; assists in determining instructor schedules and class locations; obtains substitute instructors as needed.
3.	Assists in program improvement and development of new course offerings; prepares materials to promote programs and classes.
4.	Compiles and edits information for printing in the North Orange Continuing Education schedule of classes.
5.	Assists in developing and preparing the annual preliminary budget for assigned programs as directed; assists with the preparation and maintenance of detailed and comprehensive records, reports and files regarding programs, operations and activities.
6.	Assists in determining appropriate equipment and supplies for programs and services in accordance with established policies; orders equipment, materials and supplies as directed.
7.	Maintains communication with District and North Orange Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
8.	Assists with planning and organization of appropriate staff development programs and activities for faculty and staff; assists with orientation for new employees.
9.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and North Orange Continuing Education personnel.
10.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

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13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Manager, NOCE [Program] may assist in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Manager, NOCE [Program] maintains frequent contact with North Orange Continuing Education and District administration, faculty, staff and students.

EDUCATION AND EXPERIENCE**Minimum Qualifications**

Possession of a Bachelor's degree from a regionally accredited institution.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience with educational program development and coordination, preferably in noncredit and community education;

Experience with community agencies, businesses and facilities that serve the North Orange Continuing Education program student populations;

Management experience in postsecondary education.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education code and requirements, including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software, spreadsheets and databases

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Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to create, develop and distribute marketing materials to promote programs and courses
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.
