

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Training and Development Program Manager, Orange County Digital Media Center	Range: 17 (CL)	Management Schedule
Date Revised:		Date Approved:	January 25, 2005
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

This position is responsible for performing a variety of administrative and supervisory duties related to the programs and services of the North Orange Education Orange County Digital Media Center (OCDMC).

### ESSENTIAL FUNCTIONS

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

1.	Provides leadership in the administration, organization and development of OCDMC programs and services; develops program goals and strategic plans; assures consistency of plans with other North Orange Continuing Education, college and District plans.
2.	Promotes awareness of OCDMC programs and services; develops marketing plans and materials, including brochures, flyers and websites.
3.	Manages grants and contracts; develops, prepares and submits grants and contracts in support of OCDMC programs and services; monitors grants and contracts to ensure compliance with legal and contractual mandates and other requirements.
4.	Develops and recommends project budgets; monitors budgets to ensure that expenditures and operations remain within established budget limitations and comply with agency and contract requirements; maintains appropriate records and controls to assure fiscal accountability; prepares fiscal reports as directed.
5.	Prepares and maintains detailed and comprehensive reports, records and files regarding program personnel, facilities and activities.
6.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
7.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services, as appropriate, with other North Orange Continuing Education, college and District personnel.
9.	Performs outreach and related activities with community partners, businesses and government agencies to determine programmatic needs and generate new projects; implements strategies to facilitate the growth and improvement of programs and services.
10.	Coordinates advisory committee meetings and recruits new members as necessary.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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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.
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**

**WORKING RELATIONSHIPS**

The OCDMC Program Manager maintains frequent contact with representatives from the community, business and industry, and governmental agencies, and with various North Orange Continuing Education, college and District personnel.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's Degree in Fine Arts, Graphic Design or related discipline and at least two (2) years of administrative or supervisory experience related to the management of a profit center.

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**

Master's Degree in Business, Management, or Public Administration.

Experience in educational program management (e.g., contract education, corporate training and community service programs).

Experience in sales, marketing and product development.

Experience in the management of grants and specially-funded projects.

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.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of economic development and workforce educational and training needs for businesses and public agencies  
Knowledge of District organization, operations, policies and objectives  
Knowledge of federal and state regulations related to economic development and workforce training programs  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of budget preparation and maintenance  
Knowledge of appropriate software and databases  
Ability to develop and prepare grant proposals  
Ability to work effectively with multiple clients and projects  
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 supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

Office and "field" environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require significant off-site duties and activities.

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