

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

**APPRENTICESHIP PROGRAMS MANAGER
DISTRICT OFFICE**

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*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 within the job.*

MANAGEMENT RESPONSIBILITY

The Apprenticeship Programs Manager is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board Policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and college policies by making appropriate recommendations for improvements or additions to policies or procedures through his or her reporting authority and/or by serving on college and District-wide management councils.

GENERAL DESCRIPTION

The Apprenticeship Programs Manager performs a wide variety of program and project management activities while leading and overseeing the ongoing success and growth of the District's apprenticeship programs in our communities. The incumbent must be extremely customer service-oriented, a strategic systems thinker, able to oversee administrative staff, a partner with other District staff and instructors, an expert in advocacy and influencing, and willing to do a range of activities to accomplish the delivery of outstanding programs for our customers. "Customers" in this department include (among others): students and apprentices (members of the public), instructors, business and trade organization personnel, college and District staff, and regional/state apprenticeship representatives and leaders. This is a District management position under the direct supervision of the District Executive Director of Economic Development and Contract Education.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Apprenticeship Programs Manager shall:

1. Work with the District Executive Director of Economic Development and Contract Education; and develop strategic goals and direction for the apprenticeship program at CLPCCD; and keep current with existing and new state and federal legislation that impacts apprenticeships in California.
2. Work directly with apprenticeship program sponsors to support ongoing apprenticeship programs. Address program sponsors' needs as they arise as well as attend committee meetings and events.

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3. Research, market to, and solicit new apprenticeship programs (both traditional and non-traditional) to expand the District's apprenticeship offerings. Work with community college and governmental agencies to attract and partner with new programs, including knowledge of existing apprenticeship grants and attending regional and statewide apprenticeship program meetings.
4. Work with colleges' admissions and records departments and curriculum review committees, as well as State Chancellor's Office's apprenticeship liaison, to create and gain approval of new apprenticeship programs. This could include, but is not limited to, working with apprenticeship programs and the colleges to develop curriculum and gain approval at the college level and at the State Chancellor's Office; assure course/program inclusion in the state inventory system; manage the creation and /or assessment of Student Learning Outcomes (SLOs) for curriculum.
5. Manage/oversee the vetting and approval process of new apprenticeship program instructors through the colleges; and, support program sponsors to create and maintain an effective instructor pipeline.
6. Oversee and support effective enrollment and registration processes for apprentices'/students' classroom training [Related and Supplemental Instruction (RSI)].
7. Oversee RSI tracking as well as On the Job Training/Work Experience hours reporting. Assure accurate reporting of required information, working directly with apprenticeship program staff, colleges' admissions and records departments and State Chancellor's Office for apprenticeship programs as necessary to maintain reporting integrity.
8. Create and direct marketing strategy and communications using multimedia tools to support the expansion of the apprenticeship program at Chabot-Las Positas Community College District.
9. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles and practices of project management, program planning and process implementation and improvement;
2. California apprenticeship programs, including relevant legislation;
3. Adult training techniques;
4. Sales and marketing principles and practices for service-oriented products;
5. Effective procedures for providing a high level of customer service;
6. Modern office procedures/methods and comprehensive computer equipment and applications, including contract management.

Ability to:

1. Manage multiple duties with a customer service-oriented approach;
2. Give direction and support to staff performing administrative and coordination support;
3. Communicate effectively with all customer groups, both orally and in writing;
4. Serve as an advocate for a program or cause;
5. Perform Basic fiscal research and report preparation, and basic budgeting principles;
6. Understand instruction and/or creating curriculum for adult learners;

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7. Maintain diplomatic neutrality when working with organizations with differing opinions regarding workforce training (e.g. union vs. non-union/merit);
8. Work with government and educational organizations to further program goals;
9. Travel to other locations to attend meetings and conferences;
10. Be personable and helpful to all customer groups and representing the Chabot-Las Positas Community College District in a positive way throughout the community;
11. Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education:

Completion of a Bachelor's degree in any field from an accredited institution of higher education. A Master's degree is desirable.

Experience:

Four years of experience with apprenticeship programs, project management, marketing, training, and sales.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT:

The Apprenticeship Programs Manager shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on: June 18, 2019
Effective: June 19, 2019
Job Family: Classified Administrator/Management