

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

OPERATIONS MANAGER, ECONOMIC DEVELOPMENT AND CONTRACT EDUCATION

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.*

SUMMARY DESCRIPTION

Under the direction of the District Executive Director of Economic Development and Contract Education (EDCE), the Operations Manager will help maximize the EDCE department's capacity and manage strategic growth while overseeing the daily operations of the department. Serves as liaison between multiple constituencies inside and outside the organization, including the Executive Director, department staff, district and college staff, and the community, as well as operationalize EDCE priorities and build systems that will ensure smooth delivery of program areas, while assuring continued growth.

REPRESENTATIVE DUTIES

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.

1. Support EDCE leadership in the development and implementation of goals, objectives, policies, and priorities for EDCE programs.
2. Develop, direct, coordinate, assign work activities and projects as appropriate; monitor work flow; review and evaluate work products, methods, and procedures.
3. Answer inquiries, make appropriate referrals, and resolve problems, including those that require the interpretation, explanation and justification of administrative policies and procedures for staff.
4. Assume responsibility for effective monitoring and evaluating program outcomes and contracts, including all grant-related program requirements.
5. Work with managers to monitor and update program budgets on quarterly basis.
6. Sign off on requisitions and monitor financial reports.
7. Monitor the maintenance of a variety of reports, records, and files related to EDCE's continuous quality improvement.
8. Coordinate and oversee the flow of incoming and outgoing communication, including board documentation for items needing Board of Trustees' approval.
9. Serve as the District Executive Director's representative on committees and task forces and represent EDCE to various constituencies and events within the community and with state and national organizations.
10. Serve as liaison between the District Executive Director and other district and campus constituents (Human Resources, Business Services, Facilities, College A&R, College deans, etc.) regarding policy and program requirements and coordination, etc.
11. Assist the management team to align programs and projects in support of the District's enrollment management and Vision for Success goals.

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12. Promote a positive image of the EDCE department at all times, safeguard the confidentiality of the department and exercise appropriate discretion in handling confidential matters and records.
13. Undertake special projects and 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. Interpersonal skills using tact, patience, and courtesy; and the principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
2. Principles of supervision, training, and performance evaluation.
3. General office accounting and management, budgeting knowledge including allocation of funds, forecasting, monitoring, reconciling, and adjusting budgets as appropriate
4. Principles and practices of program development, budget preparation and administration.
5. Project funding oversight, program evaluation and reporting requirements.
6. Business systems for accountability and tracking.
7. Knowledge of MS Office at intermediate to advance level.
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. California Community College's Vision for Success and its impact on community college districts.

Ability to:

1. Critically think and analyze staff's work products working towards shared goals
2. Ensure attention to detail and quality of all written material.
3. Embrace shared goals and take individual responsibility for achieving system vision.
4. Create proactive continuous quality improvement systems to ensure accuracy and quality of EDCE deliverables.
5. Plan, organize, coordinate, and evaluate programs and projects.
6. Use analytical and critical thinking, creative problem solving, judgment, negotiation, influence and strategic decision-making skills.
7. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
8. Demonstrate strong interpersonal skills.
9. Analyze issues and facilitate collaborative problem solving.
10. Be an active and contributing member of EDCE's mission and values including diversity and innovation.
11. Be a resource to help motivate, coach and support staff development.
12. Understand the organization and operation of the District, Colleges, and of outside agencies as necessary to assume assigned responsibilities.
13. Research, compile, analyze, and interpret information and data.
14. Communicate professionally, clearly and concisely, both orally and in writing.
15. Meet multiple deadlines while maintaining a proactive approach to workplace collaboration and problem-solving.
16. Prioritize and multitask.

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17. Establish and maintain effective working relationships with those contacted in the course of work.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students and other community members.

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

Education/Training:

Bachelor's or associate degree from an accredited college or university with major coursework in a relevant field.

Experience:

Three years of program or operations management experience, including supervision of staff. Three years of budget experience including allocation of funds, forecasting, monitoring, reconciling, and adjusting budget as appropriate.

PHYSICAL DEMANDS 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.

Environment: Work is performed primarily in a standard office setting. Some evening, weekend, and travel maybe required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

APPOINTMENT

The Operations Manager, Economic Development and Contract Education shall be selected by the Governing Board upon the nomination of the District Chancellor.