

**DIRECTOR, COMMUNITY SERVICES
(Non-Credit Education)**

DEFINITION

Designs and manages Community Services, a District non-credit educational program. Responsibility of the position involves independent decisions and actions which impact students, staff, and the general public. Successful program operation requires an understanding and application of organizational principles, precedents, theories, research, technical knowledge, and methods of Community Services administration.

SUPERVISION

General supervision is received from the Dean of Non-Credit Education.

Supervision exercised over contract consultants, program faculty, and support staff.

EXAMPLES OF DUTIES

Hire and supervise professional/para-professional technical experts, consultants, faculty, and program support staff.

Research, select, and schedule Community Services classes and seminars.

Supervise special programs i.e., Hemodialysis training and court mandated Traffic School.

Order textbooks; process purchasing contracts; pay contract consultants and outside agencies.

Secure offsite campus locations; contact and communicate with community agencies and consultants; coordinate program promotion.

Design, coordinate and validate survey assessment instrument to determine community preferences of student participants.

Design and create Community Services catalogs and brochures; supervise distribution.

Develop and implement marketing plan for Community Services Swap Meet and fee based offerings.

Arrange for, prepare, and issue press releases, radio spot announcements, flyers, and paid advertisements.

Develop and manage Community Services and Swap Meet budgets; responsible for accounting, depositing funds, and audit reports.

Responsible for accurate revenue projections and compilation of related data.

Organize and manage District Swap Meet; supervise staff and coordinate event.

Create and manage program web site and data bases.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Hiring practices and employee processing procedures.

Contracts and payment distribution.

Community demographics and cultural population.

Educational program analysis and student assessment.

Marketing strategies and resources.

Legal licensing and ethical practices.

Accounting and budgeting.

Computer software programs.

Community agencies and resources related to program development and functioning.

Employee management methodology.

Ability to:

Effectively communicate with, direct, and evaluate program staff.

Design, coordinate, and market program to the community.

Schedule and direct multiple priorities in an organized manner.

Research up-to-date marketing strategies and community preferences.

Coordinate community events and reconcile accounts.

Project revenue and funding resources.

Write and design program informational material.

Develop and implement Community Services curriculum.

Deal effectively with faculty, staff public, outside agencies, students and the media.

Present innovative concepts to facilitate program growth and development.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree in Marketing, Business Management, or a related field from an accredited college or university.

EMPLOYMENT STANDARDS (continued)

One year experience working for a college Community Services Program.

Desirable:

Experience in a college Community Services Program as supervisor or manager.