Director, Community Programs

FLSA Status: Exempt
Pay Grade: 20
Job Title ID: 20401
Job Series/Job Family: Workforce Education & Business Development Series / C.E. Community Programs Family

Reports To

Executive Dean, Continuing Education

Job Purpose

To lead and direct the staff of Community Programs department.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Provides direction for staff within the Department in new initiative development and creating new offerings.
2. Interfaces with the Directors and Managers of other areas within Continuing Education to promote the mission, vision, and goals of the department.
3. Oversees the development of each semester's schedule for Community Programs.
4. Verifies monthly and hourly instructor payroll within established guidelines.
5. Develops and implements marketing plan for Community Programs.
6. Meets with advisory boards and members of the community to identify new class offerings for Community Programs.
7. Oversees budget activities and revenue generation.
8. Supervises Community Programs staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Administrative and marketing principles and practices.
- Educational institutions functions and processes.
- Community continuing education programs.
- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using organizational and planning skills with attention to detail and follow through.
- Effectively supervising, leading, and delegating tasks and authority.
- Marketing classes and course offerings.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 lbs.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years related work experience.

Preferred

- Two years experience coordinating educational programs.

Education

Required

- Bachelor's degree in related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.