FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

CACT and Operations Coordinator

BASIC FUNCTION:

Under the supervision of the Director, Professional and Workforce Development, the CACT and Operations Coordinator, is responsible for assisting in ensuring a productivity level for overall sales and operations of Contract Education and services provided by the Center for Applied Competitive Technologies (CACT) operations within the Professional and Workforce Development unit that result in a fiscally sound self-sustaining budget with a solid financial reserve for the overall unit. Sales and operations includes conducting sales and providing coordination of district-wide customized training and contract education for local and regional businesses, in addition to providing customized training and technology transfer for initiatives, and specifically for all required grant activities of the CACT Statewide initiative.

REPRESENTATIVE DUTIES:

1. Assist Director, Professional and Workforce Development, in ensuring an increased program revenue and productivity level for overall sales and operations, specifically for the CACT, that result in a fiscally sound self-sustaining budget for the overall unit with a solid financial reserve through conducting sales and providing coordination of district-wide customized training and services, technology transfer and contract education for local and regional businesses.

2. Coordinate the development of credit and not-for-credit programs, courses and workshops that contribute to advancing workforce skills development in business, management, and human resource programs with a focus on emerging occupations and industries.

3. Assist with curricula enhancements to existing credit and not-for-credit programs to meet the identified needs of the workforce with an emphasis on technology and manufacturing.

4. Plan and coordinate a self-supporting regional program that provides technical and professional solutions through customized training and instructional services for small to medium sized manufacturing companies in the San Francisco Bay Region.

5. Develop short and long term plans for delivering quality services and programs, supervising projects of the CACT and contract education and developing good working relationships with faculty/instructors and staff and business partners in industry.

6. Establish and strengthen public and private sector partnerships, internally and externally, that enhance the Center for Applied Competitive Technology and the District's Professional and Workforce Development programs, and leverage resources to support the services and activities needed to carry out the mission of the unit's programs.

7. Identify needs, develop and deliver one-on-one counseling, seminars, workshops, training, demonstrations and educational experiences to employers by working closely with industry alliances and organizations that contributes to the achievement and success of the region's small, mid-sized, and large organizations, especially manufacturers.

8. Encourage and expand coordinated activities and services related to meeting identified needs, specifically of the manufacturing sector, for educational programs of the region's community colleges which includes working closely with the CACT program advisory board.

9. Create hands-on demonstration sites where local companies can train in integrated manufacturing processes and/or related technologies.

10. Analyze data and prepare and submit all grant reports and assure compliance with all data reporting requirements of grant funded program.
11. Maintain relationships with the multiple workforce programs of the region’s Community Colleges and their program advisory boards to enhance visibility of the programs on a regional, state and nationwide basis.

12. Provide technical assistance and technology transfer services to enhance services of the contract education and the CACT within the Professional and Workforce Development unit.

13. Promote the growth of new businesses and the creation of new job opportunities and assist in the retention of existing businesses throughout the region.

14. Enhance the visibility of the contract education and CACT programs on the regional, state, and national basis.

15. Provide work direction and guidance to others; assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.

16. Perform related duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF:

1. Methods, techniques, and procedures used in the planning, development, marketing, sales, and delivery of major business training programs or services, specifically in manufacturing.

2. Training program and services development and production for effective learning environments, customized training needs and needs assessment techniques.

3. Latest trends and techniques in training, performance and continuous quality improvement in manufacturing, especially associated with producing higher quality and increased efficiency for small and medium manufacturers.

4. Planning and coordination of the day-to-day activities of assigned programs.

5. The coordination, development and monitoring of grants and/or budgets.

6. The California Community Colleges Economic and Workforce Development programs and experience in implementing them.

7. The principles and current pedagogy of customized training and education for business, industry and organizations.

8. Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Interpret and apply State and Federal policies and procedures, Contract Education program laws, Employment Training Panel (ETP) guidelines and policies, codes and regulations related to assigned program(s).

3. Research business trends and needs, specifically for initiatives, specifically of area manufacturers to enhance their competitiveness and provide technology transfer.

4. Demonstrate sales/marketing skills and experience in negotiating contracts/agreements.
5. Develop program/proposals and deliver presentations on both to public and private sector.

6. Develop and oversee scheduling of workshops, marketing materials (i.e. brochures, web site content) and conduct pre- and post-training assessments of participants for related programs.

7. Provide work direction and guidance to program personnel.

8. Coordinate several programs simultaneously and meet schedules and timelines.

9. Prepare and present all program reports and reviews.

10. Exhibit strong interpersonal, planning and organizational skills.

11. Utilize effective communication skills (oral and written) utilizing proper English usage, vocabulary, spelling, grammar and punctuation.

12. Analyze situations accurately and adopt an effective course of action.

13. Operate a computer and demonstrate advanced skills in word processing, spreadsheets, graphics, desktop publishing and the web.

14. Display effective interpersonal communication skills utilizing tact, patience, and courtesy.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in a related field and five years work experience in business or industry or related work experience. Experience in educational program design, including financial and project management.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office and college campus environments.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer.
3. Seeing to read various materials.
4. Bending at the waist, kneeling or crouching.
5. Sitting for extended periods of time.

DATE APPROVED: September 26, 2003
RANGE: N-56
EEO-CATEGORY: H-30