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

Community Education Program and Publications Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide overall direction and guidance to the day-to-day operations, problem solving and decision making regarding the Short Courses program in Community Education; implement program policies and guidelines; provide for program reporting and accountability; provide work direction and guidance to other program personnel; monitor program budgets. The position is also responsible for creating and coordinating the publication of print and web-based media for the Community Education Programs.

REPRESENTATIVE DUTIES:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision making regarding the Short Course Program and assist with the Extended Year Program.
2. Recruit new Short Course instructors; hire, supervise, and evaluate Short Course instructors; observe and evaluate selected Short Course offerings each quarter.
3. Negotiate course pricing and administer instructor contractual agreements.
4. Provide work direction and guidance to others assigned to the program; assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.
5. Develop, recommend and implement Short Course program plans and objectives; coordinate delivery of services to program participants; assure participation guidelines are followed.
6. Assure program expenditures are within allocated budgets; monitor budgets; propose budget changes and participate in project budget applications as necessary.
7. Establish appropriate linkages to special populations or community groups served; promote program through participation in advocacy groups, associations and other local, regional or national organizations.
8. Assure program compliance with federal, State, and District program guidelines.
9. Serve as liaison between program personnel, participants, clients, administrators, faculty and students; provide information, program requirements and other pertinent information.
10. Develop and maintain positive customer relations; manage and resolve complaints.
11. Assist registrar during heavy registration periods.
12. Prepare reports as required, including the quarterly Board report for Short Course review; attend Board meetings as required.
13. Develop, recommend, and implement Short Courses marketing program plans and objectives.
14. Assist in curriculum planning and development; provide input to faculty and staff regarding program offerings.
15. Research and develop new Short Courses each quarter; write new course descriptions for the Short Courses Catalog; rewrite course descriptions as needed.
16. Develop, administer, and evaluate current Short Courses program materials.
17. Conceptualize and design media and publication components electronically using current publishing software; coordinate and serve as senior editor for Community Education publications; provide creative direction, oversee and review work, and implement publication schedules and timelines.

18. Supervise editorial content for the Community Education web site; write and review content for the web site; design graphic content; develop and maintain graphic elements for the Community Education web site; update web page as necessary.

19. Coordinate and manage catalog production including compiling, editing, and final editing; prepare catalog in an electronic format for pre-press operations; communicate specific file requirements with outside printer.

20. Oversee the distribution of the Department's catalogs.

21. Implement and maintain in-house graphic design department; research and recommend software and hardware upgrades.

22. Serve as program administrator in the absence of program supervisors.

23. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning and coordinating the day-to-day activities of assigned program.

2. Policies, objectives and goals of assigned program.

3. Development and presentation of programs and workshops.

4. Applicable laws, codes, regulations, policies and procedures related to assigned program.

5. Budget monitoring and control.

6. Oral and written communication skills.

7. Computer graphics, word processing, and desktop publishing. Must be familiar with sending electronic desktop publishing files to printer.

8. Computer graphic hardware and software including scanning equipment.

9. Graphic art design techniques.

10. Methods, equipment and materials used in graphic art.

11. Web site operations and ability to update web pages. Methods and techniques of preparing and coordinating online material.

12. Marketing Methods and techniques.

13. Principles of training and providing work direction to others.

14. Strong Interpersonal skills using tact, patience and courtesy.

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. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding an assigned program.

3. Implement program policies and guidelines.

4. Provide for program reporting and accountability.

5. Prepare comprehensive program reports and reviews.

6. Provide work direction and guidance to other program personnel.

7. Monitor program budgets.

8. Interpret, apply and explain rules, regulations, policies and procedures.

9. Establish and maintain cooperative and effective working relationships with others.

10. Operate a computer and assigned office equipment.

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

12. Meet schedules and time lines.

13. Work independently with little direction.

14. Plan and organize work.

15. Remain current regarding trends in assigned field.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in a related field and five years related work experience.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.
2. Involves travel to commercial kitchens, dance studios, and other relevant places where Short Courses will be conducted.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Bending at the waist, kneeling or crouching.
5. Lifting moderately heavy objects.

DATE APPROVED: June 24, 2003
RANGE: N-56
EEO-CATEGORY: H-30