

OCTOBER 2017
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF ADULT EDUCATION AND COMMUNITY INITIATIVES

BASIC FUNCTION: Under the supervision of the area Dean, provides district-wide leadership to establish and strengthen coordinated efforts to improve and expand educational services, including the development and delivery of grants, programs, and services to specific learner populations; acts as a liaison to community agencies, including the About Student Regional Consortium.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned managers, classified staff, short-term/student employees.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Provides leadership in collaboration with college administrators and appropriate faculty in researching and establishing district-wide initiatives pertaining to adults, current and former foster youth, and other populations with demonstrated barriers to educational goal attainment.
2. Provides overall administration and coordination of the District's Adult Education Block Grant (AEBG) programs and initiatives, in partnership with college leadership and the Riverside About Students Regional Consortium.
3. Provides leadership for the District's Foster Youth Support Network programs and initiatives, in partnership with college leadership and community partners.
4. Collaborates with faculty at colleges to develop and implement courses and workshops to provide transitional assistance and workforce readiness on campus and in the community, with an emphasis on noncredit courses.
5. Trains, supervises, and reviews work of designated department personnel and oversees daily activities of staff.
6. Develops and maintains relationships with community partners and represents the District at community, county, and regional meetings.
7. Provides leadership to marketing, recruitment, and outreach activities for related programs, including college visits, transitional assistance workshops, and awareness campaigns.
8. Coordinates efforts with college initiatives, departments, funds, and programs to collectively advance student enrollment, retention, completion, and success within the parameters of the funding.
9. Develops and implements systems for data collection, external evaluation, participant tracking, and reporting for AEBG and assigned grants and initiatives.
10. Develops, reviews, and modifies program operational policies, manuals, and other materials required for program operations.
11. Develops, prepares and monitors budgets to ensure compliance with program and District standards and submits quarterly and year-end reports to AEBG and other funders as needed.
12. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: The equivalent of a bachelor's degree from an accredited institution AND at least 5 years' experience in program management focused in education and

training is required. Master's degree is strongly preferred. Experience in higher education, public administration, and managing federal and state grants is highly desirable. Effective demonstrated experience working with low-income and first-generation students, as well as understanding the affective, cognitive, and social needs of today's community college student is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

- Federal and state laws; policies and procedures germane to the assignment including AEBG legislation;
- Grant management techniques, data collection, audit, evaluation, and grant reporting;
- General office and computer skills;
- Marketing and recruitment techniques;
- Evaluation and assessment methods;
- Financial management techniques;
- Effective practices for providing educational services to potential and current students.

ABILITY TO:

- Collaborate with internal and external stakeholders to build mutually beneficial partnerships;
- Write clearly, persuasively, and concisely;
- Represent the District and AEBG to businesses, industry, and the community;
- Plan, organize and prioritize daily assignments and work activities;
- Demonstrate skills in interpersonal relationships, tact, patience, courtesy, and customer service;
- Prepare and deliver oral presentations, workshops, and trainings;
- Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study and participation in AEBG consortium, conferences, webinars, and other professional development activities;
- Manage staff and work with faculty.

CONTACTS: Administration, classified staff, faculty, public officials, the general public, students, community partners and state and government officials.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.