

COMMUNITY LIFELONG LEARNING SPECIALIST

DEFINITION

Under direction, performs complex and technical administrative work in support of a specialized community lifelong learning program; plans, organizes, and assists with developing community lifelong learning fee-funded, not-for-credit, and certificated classes; conducts needs assessment surveys and identifies community lifelong learning interests to identify gaps between the community interest and current offerings; schedules classes, seminars, workshops and special educational activities; creates informational and marketing documents such as class schedules and promotional materials; develops and proposes marketing plans; monitors program enrollment and success and recommends adjustments if needed; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized technical administrative class within the Yosemite Community College District (YCCD). Incumbents perform specialized program or project duties that require technical knowledge of the assigned subject area in order to make decisions and complete assignments. Typically, incumbents are responsible for planning and implementing a particular group of Community Lifelong Learning classes, coordinating class-related activities involving specific educational interest areas, and/or preparing marketing and promotional materials.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a Dean or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor. An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Performs complex technical administrative work in support of Community Lifelong Learning programs; plans, maintains and implements program activities related to a particular group of Community Lifelong Learning classes and/or specific educational interest areas.
- Researches and surveys community lifelong learning interests; reviews and compiles data; identify the gap between community interest and current offerings; devises strategies to reach potential and current community groups (new and returning clients); assists with coordinating new class proposals and/or strategies to meet perceived needs; reviews and recommends existing program modifications to improve and enhance participation.
- Compile and maintain a list of resources and current educational opportunities offered within the community.
- Recruits, selects, assigns and monitors Community Lifelong Learning instructors for assigned subject areas; posts notices on line, in newspapers, in the class schedule, and in other areas to attract new instructors; reviews course proposals and applications; interviews potential instructors and verifies references; refers candidates to Human Resources to complete hiring processes; monitors classes for quality assurance.
- Schedules classes, seminars and workshops; coordinates and assigns dates, facilities and instructors; registers students and monitors enrollment; receives and records student tuition payments; sends notifications and materials to students to confirm enrollment and/or to seek additional information; cancels classes when necessary.

- Coordinates curriculum development and preparation for assigned classes; meets with instructors and management to ensure that proposed curriculum meets Program requirements; prepares class descriptions and outlines; identifies resource and materials needs; coordinates the procurement and/or preparation of books, handouts, software, special equipment/services and other resources as requested; coordinates key distribution and control.
- Assists with the development of class description materials and brochures; plans, organizes, prepares and distributes special publications and informational materials such as class schedules and promotional brochures; plans, organizes, prepares and distributes catalogs; publicizes class offerings on various external websites; maintains and updates information on District websites as assigned.
- Ensures that instructors meet state and other requirements as needed to teach their assigned courses.
- Prepares earned certificates for students when class(es) is/are completed; coordinates special class requirements with external agencies (e.g., the Department of Motor Vehicles) as needed to provide confirmation of student attendance and class completion.
- Maintains data in manual and automated record management systems; develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns; prepares summary reports.
- Communicates with and assists members of the community and others who wish to schedule classes, seminars or trainings; and participates in outreach programs and activities.
- Serves as a technical resource to others regarding Community Lifelong Learning; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public;
- Develops, prepares, recommends and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Prepares purchase requisitions; receives and processes invoices and forwards for payment.
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

Pattern I

- Experience: Two years equivalent to an Administrative Specialist at YCCD.

OR Pattern II

- **Education:** Possession of an associate's degree from an accredited college or university, with major course work in business administration or a closely related field.
- **Experience:** Four years of increasingly responsible administrative support experience, including two years performing technical administrative work related to program administration, budgeting, accounting, contracts, payroll, scheduling, purchasing, personnel, curriculum and/or other specialized areas. Experience in an academic setting is desirable.

Special Requirements:

- None

Knowledge of:

- Operational characteristics, services and activities of a community education program.
- Methods and techniques of community outreach.
- Principles and practices of course curriculum development.
- English usage, spelling, grammar and punctuation.
- Principles and practices of marketing and promotion.
- Spreadsheet, word processing and desktop publishing software applications.
- Modern office procedures and equipment including computers.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Support the Community Lifelong Learning Program through course development, facility assignment, instructor selection and registration.
- Prepare attractive and informative marketing materials using desktop publishing tools.
- Create effective community outreach and adult educational tools.
- Prepare appropriate materials and curricula for adult education.
- Monitor program services and activities and make recommendations for improvement.
- Develop a variety of marketing and promotional material.
- Interact successfully and cooperatively with customers of diverse ethnic and economic backgrounds.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.

- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

Class Adopted: 03/01/09

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