

Contracts Manager - Community Lifelong Learning Programs**DEFINITION**

Under general administrative direction plans, organizes and manages all aspects of the District's Community Lifelong Learning contracts and programs and serves as District liaison in planning, organizing and negotiating contracts and programs and performs other duties, as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Community Lifelong Learning and Workforce Development.

Provides direct supervision to Community Lifelong part-time instructors, class aides, coordinators, as well as other administrative support staff, as assigned.

DISTINGUISHING CHARACTERISTICS

Community Lifelong Learning provides classes, not-for-credit programs, and contract services to the general community, serving all ages from children through seniors. The goal of the program is to serve the community with personal, career, education and enrichment skills which will enable students to continue learning through life. Connecting our community with the college encourages support for all MJC programs, a familiarity with our campus, and encourages families to engage in our academic offerings.

EXAMPLES OF DUTIES

- Plan, organize, direct and manage the administration of high-quality Community Lifelong Learning classes, programs, workshops and services for students, clients and community partners.
- Collaborate with community partners to determine needs for new classes and programs, and the identification of funding opportunities.
- Analyze community, market and employment trends of our local region.
- Review, research and prepare service proposals and grant applications; develop and implement customized classes, programs
- Promote Community Lifelong Learning through presentations, brochures, social media avenues, correspondence and other materials.
- Confer with and advise management, college and District personnel, community partners and project personnel concerning project requirements, implementation strategies, and other related activities as they related to Community Lifelong Learning.
- Foster positive public relations.
- Participate in a variety of committee and staff meetings in support of Community Lifelong Learning; participate in other related committee assignments as required, both on and off campus.
- Maintain operational, financial and related records to ensure compliance with County, State, Federal, or private sector guidelines for the requirements of contract and grant funded projects.
- Prepare a variety of management and program evaluation reports.
- Plan, organize, coordinate and conduct quality and program compliance reviews.

- Develop and maintain applicable files and records and prepare necessary reports for audit and validation purposes
- Train and supervise Community Lifelong Learning part-time instructors. Provide Community Lifelong Learning related in-service training programs for faculty and staff.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Federal rules and regulations pertaining to Community Lifelong Learning classes, programs and contracts.
- Grant writing techniques and program review
- Not-For-Credit Curriculum evaluation and development and/or program evaluation and development and in assessing effectiveness
- Principles and practices of supervision, business management, team building, and conflict resolution.
- General accounting, fiscal reporting and budgeting practices and procedures.

Ability to:

- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Relate well with diverse constituencies, within and outside the District,
- Exercise sound judgment in the performance of duties.
- Demonstrate excellent communication skills both orally and in writing especially strong interpersonal communication skills.
- Commit to lifelong learning and to the success of all students.
- Show sensitivity to and be understanding of the diverse academic, socioeconomic and cultural background of college students and the community.
- Prepare and make public presentations concerning Community Lifelong Learning

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.

- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 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 some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: AA or AS degree in business administration, business management, education of related field.
- Experience: Three years of progressively responsible experience working with planning, managing, budgeting, and implementing community programs, contracts, and classes.

*Class Adopted: 03/01/09
Class Amended: 2021*