VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM SPECIALIST- CAREER AND TECHNICAL EDUCATION

BASIC FUNCTION:

Under the general supervision of an assistant dean or higher-level administrator, perform a variety of planning, coordination, and support activities with regard to the day-to-day operations and support of various programs relevant to career and technical education and economic development.

REPRESENTATIVE DUTIES:

Provide professional-level technical and administrative support for a variety of programs and initiatives pertinent to career and technical education and economic development. E

Facilitate, participate on, and provide staff support to a variety of committees, task forces, and boards; develop agendas and write speaking points; schedule dates and facilities; prepare and present materials, staff reports, and other documents as necessary. E

Participate in the planning, coordination, and administration of professional development activities, promotional events, and other activities pertinent to career and technical education and economic development. E

Research policies, procedures, and changing business practices and processes pertinent to economic development initiatives and career and technical education trends; participate in the development and maintenance of handbooks, forms, and related policies and procedures. E

Create and compose brochures, correspondence, press releases, special event flyers, and other public relations materials pertinent to the promotion and marketing of career and technical education initiatives; prepare and deliver oral presentations illustrating program activities.

Prepare a variety of administrative reports; consult with District staff and outside agencies to obtain, compile, and present data. E

Establish and maintain partnerships with K-12 districts, community college districts, private organizations, and public agencies to encourage participation and stimulate interest in career and technical education and economic development programs and activities. E

Serve as the primary contact for questions pertaining to career and technical education; respond to requests for information from staff, external organizations, and the general public regarding related activities and initiatives. E

Assist the colleges in presenting and processing their occupational education and training programs for regional approval; solicit and consolidate local and regional input on career and technical education initiatives. E

Prepare and review budgets and expenditures within the assigned area; create data tracking and reporting systems. E
Prepare, maintain, and input data onto applicable websites; publicize and interpret information present on district-affiliated websites to the public and staff. 

Schedule and maintain a calendar of activities, meetings, and various events; attend and participate in meetings, workshops, and conferences as necessary. 

Maintain records concerning program activities; process incoming and outgoing documents. 

Providing training, guidance, and work direction to lower level staff. 

Perform related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of career and technical education
Principles and practices of economic and workforce development
Principles of effective record and file management
Principles of budget preparation and administration
Respectful and sensitive communication practices with people who are diverse in their cultures, language groups, and abilities
Pertinent federal, State, and local laws, codes, and regulations relating to career and technical education and economic and workforce development
Principles of sales and marketing
Principles of administrative report preparation
Principles of event planning
Techniques of proper phone etiquette
English usage, grammar, spelling, punctuation, and vocabulary
Principles of public relations
Modern computer systems and software packages, including word processing, database, spreadsheet, and desktop publishing
Principles of group facilitation

ABILITY TO:

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students, faculty, and staff
Keyboard/type at a speed necessary for successful job performance
Exhibit confidence and professionalism
Identify and initiate business with potential clients
Plan and organize work to meet changing priorities and deadlines
Interpret, apply, and explain District policies and legal regulations and requirements
Establish and maintain effective working relationships with those contacted in the course of work.
Prepare and deliver effective oral presentations
Communicate effectively, both orally and in writing
Read and interpret contracts, grants, curriculum, and related information and documents
Organize and facilitate professional meetings
EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education:

Bachelor’s degree from a recognized college or university, preferably with coursework in adult education, business administration, public administration, marketing or a related field.

Experience:

Two years of experience providing administrative support for an area reasonably related to the assigned program.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to exchange information on the telephone or in person
Sitting or standing for extended periods of time
Oral pronunciation to deliver oral presentations

HAZARDS:

Extended periods of time viewing computer monitor