

CONTRACT EDUCATION COORDINATOR

CLASS SUMMARY

Under direction of the Director of Contract Education, works with local industry and district staff to develop and monitor contracts for designed training programs in industry; prepares related budgets and proposals; investigates new program possibilities; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Develops and maintains district contract system and related budgetary system; develops topical outlines, timelines, staffing and other budget/cost requirements in conjunction with program directors and/or companies and college instructional staff; organizes and composes proposals and/or instructional contracts; meets with administrators to discuss contract possibilities; works as a liaison to government agencies, private companies and non-profit organizations; attends meetings; prepares internal district budgets for Board actions; assigns work to staff; may prepare organizational charts; may read information to assist with the formation of proposals, bids and reports.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Director of Contract Education or designee. It directs work to clerical staff.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree in public administration, public relations, marketing, or business management and two years of progressively responsible experience in program, proposal or contract development and reporting.

Knowledge and Abilities

Thorough Knowledge of: English language and grammar

Knowledge of: local business and industry; marketing principles; proposal and contract writing; community college system.

Ability to: communicate effectively verbally and in writing; effectively interact with industry as

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well as district personnel; independently manage time and coordinate workload; devise and prepare reporting systems; operate computer equipment and appropriate software.

License: possess a valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.