

**DIRECTOR, ACT/CORPORATE TRAINING CENTER**

**CLASS SUMMARY**

Under general direction, is responsible for the operations, program/resource development, and promotion of the ACT/Corporate Training Center. Manages the staff and programs of the Center in accordance with applicable regulations and guidelines and in a cooperative and collaborative community-based environment.

**REPRESENTATIVE DUTIES**

Directs the work and assignments of professional staff providing customized training and technical assistance to businesses. Markets training and services to business and public agencies, and sells customized training and related services to businesses and public agencies. Recruits, orients, and schedules professional experts and presenters that provide training and services to businesses and agencies. Develops and implements regional staff and faculty development activities related to workforce development. Directs the work and assignments of administrative program support personnel. Effectively manages program budget and record-keeping system. Responsible for coordinating marketing efforts to promote the programs and services of the Center through the media, public relations channels, and public presentations to targeted groups. Develops and maintains excellent working relationships with economic development agencies, chambers of commerce, business organizations, community-based organizations, and community development corporations. Identifies gaps in services to the business community and develops solutions to service gaps. Develops and monitors formal agreements delineating program services. Coordinates center services with community college economic development programs both within and outside of the District. Maintains close working relationships with city, county, State and federal agencies as required. Develops and maintains excellent working relationships with district and college staff. Prepares reports to funding agencies and the district administration, and prepares grant applications for funding. Conducts classes and/or workshops as appropriate. Performs other duties as required to achieve district or program objectives and activities, and to meet grant/contract conditions and obligations.

**ORGANIZATIONAL RELATIONSHIPS**

The position reports directly to the Assistant Vice Chancellor of Educational Services and manages all program activities and supervises assigned staff.

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**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Bachelor's degree or higher from an accredited institution in a related area, a minimum of five years of related experience in management and administration of programs in small business or economic development.

**Knowledge and Abilities**

Knowledge of: training methodologies, training delivery, particularly in workplace environments, curriculum development, basic skills, language and technical skills assessment, sales and marketing principles and practices, proposal and grant writing, principles of economic development, community-based organizations, hard to serve and/or underserved communities, and business organizations.

Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully develop and complete grants and other funding applications, assure accurate and complete records, develop effective working relationships both within the District and in the community, operate effectively within a highly regulated work environment.