

# PERALTA COMMUNITY COLLEGE DISTRICT

## CLASSIFIED JOB DESCRIPTION

### **Professional Development Program MANAGER (Professional Development Learning Center, PDLC) (Confidential Salary Range 038) Job Code: 795**

#### **CLASS PURPOSE**

Under direction of the Director of Human Resources, develops, organizes, plans, coordinates and implements comprehensive Professional Development Learning Center (PDLC) professional development training opportunities for Peralta Community College District employees. The position is responsible for designing and implementing program services that meet the needs of classified professionals, faculty, and administrators, directing and coordinating the work of staff, and maintaining effective public relations with other District and college representatives, funding resources, and students. Performs other related duties as assigned.

*(Positions assigned to this classification are professional level positions which support and are funded by grant funds. Continuation of the position is contingent upon refunding of the program/project. The Program Manager can direct the work of professional, paraprofessional, clerical and student staff as assigned. Personal/public contact is extensive.*

#### **EXAMPLES OF ESSENTIAL DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops, organizes, plans, directs, implements, and coordinates day-to-day functions, activities, and services of the PDLC to ensure that goals and objectives of the Center are accomplished within prescribed time frame and funding parameters.
- Reviews training and professional development proposals or plans to determine time frame, funding limitations, staffing requirements, and allotment of available resources to various phases of the plans.
- Establishes working partnerships with college personnel and the PCCD Staff Development Officer as well as the Associate Vice Chancellor of Educational Services to develop a PDLC strand of Flex Day activities each semester.
- Researches, compiles data for, and finalizes reports, grant applications, narratives, presentations surveys, needs assessments, and other detailed materials; writes grants and other funding source applications
- Contacts training organizations, the California Community College Vision Resource Center to establish ongoing liaisons for professional development; develops and implements needs assessment for targeted and general populations as assigned; compiles statistics for use in designing/developing new and modified program services, goals and future programs plans.

**Job Description:** PDLC Project Manager

- Serves as the PDLC- California Community College Vision Resource administrative support to ensure Peralta employees maintain access to the Vision Resource Center as part of the PDLC.
- Coordinates activities of training programs; conducts seminars and workshops.
- Develops, implements, and provides employee in-reach for PDLC seminars and workshops.
- Enters, modifies, and retrieves online data; sets up and maintains online program/project records.
- Plans program/project budgets in conjunction with management and other staff; monitors regular budget expenditures, income, transfers, and financial records; makes recommendations for changes to staffing, budgets, supplies, and equipment.
- Prepares reports required by local, state, and federal entities related to the Professional Development Learning Center
- Trains and directs staff assigned to PDLC.
- Performs other related work as assigned.

**MINIMUM QUALIFICATIONS**

1. Bachelor's Degree from an accredited college or university in one of the social sciences, behavioral sciences, business, public administration, or a related field, and four (4) years of responsible professional experience in grants administration; or an equivalent combination of training and qualifying experience which demonstrates the ability to perform the duties of the position.
2. Knowledge of the policies, procedures, regulations, and laws that pertain to professional development.
3. Understanding of professional developmental needs of Administrators, Faculty and Classified professionals.
4. Demonstrated knowledge and proficiency in budget preparation and monitoring.
5. Ability to communicate effectively with people of diverse cultures and language groups and with people who have disabilities.
6. Demonstrated knowledge and proficiency in the use of office productivity software (word processing, spreadsheet, database management, email) using personal computers and the Internet.
7. Understanding of sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Master's Degree in education or a related field
- Excellent interpersonal skills, including group presentation, writing skills and ability to explain project goals and objectives to a variety of audiences.
- Experience in working with multicultural students.

**Job Description:** PDLC Project Manager

- Ability to work in a multicultural, highly diverse institution.
- Experience in writing grants and in administering grant-funded projects.
- Skill in directing and evaluating the work of others.

Ability to:

- Analyze and interpret statistical data and make appropriate recommendations.
- Prepare detailed and accurate reports using a variety of computer software.
- Interpret laws, rules, regulations, and policies and apply them to specific cases.
- Effectively supervise and direct others.
- Assist in the development and design of systems and maintain adequate internal controls and audit trails.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone.
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.