

PERALTA COMMUNITY COLLEGE DISTRICT - November 2008

CLASSIFIED MANAGEMENT JOB DESCRIPTION

**DIRECTOR, ATLAS PROGRAM
(Management Salary Range 1)
Job Code: 755**

CLASS PURPOSE

Under the general direction of the Dean of Vocational Education, coordinates operations and program development for the ATLAS Program, and provides leadership and direction to partner agencies and businesses. The incumbent is responsible for coordinating the implementation of a Community-Based Job Training Initiative grant from the US Department of Labor and an Industry-Driven Regional Collaborative grant from the California Community College Chancellor's Office.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize, and direct the activities, functions, and services of the ATLAS Program, including program management, staffing, budget, and general administration.
- Implement program objectives according to timelines established in grant awards from the US Department of Labor and California Community Colleges Chancellor's Office.
- Oversee regional collaboration of community colleges, 4-year institutions and community-based organizations providing transportation and logistics training in order to build a region-wide response to regional business needs.
- Develop the annual program budget and seeks resources through strategic resource sharing, grant writing, or fee for service programs.
- Direct program design and implementation to ensure quality services to employers and job seekers are provided in compliance with all funding and performance contract requirements.
- Direct ATLAS program education and training activities at COA and partner agencies.
- Convene ATLAS Steering Committee, sub-committees, Advisory Board and Northern California Transportation and Logistics Initiative meetings
- Identify program requirements and develops methods for implementing solutions.
- Train and supervise ATLAS Program staff.
- Implement strategies and systems for management control, record keeping, client tracking, priority setting, reporting and other functions to manage the changing resources and responsibilities of the ATLAS Program.

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- Represent the services of the ATLAS Program at required meetings and before a wide variety of constituencies including employers, job seekers, government and community organizations.
- Work directly with local transportation and logistics businesses to establish effective working relationships with the ATLAS Program. Contacts transportation and logistics businesses, to determine staffing needs and promote ATLAS Program graduates. Markets the ATLAS Program's services to transportation and logistics employers and job seekers.
- Maintain a strong working knowledge of the full menu of services provided to transportation and logistics businesses through the ATLAS partnership, including local Workforce Investment Boards and One-Stop Career Centers, and effectively represents those services to transportation and logistics businesses.
- Disseminate data, resources, and referrals to the business community including information on the labor market, tax credits, hiring incentives, and other human resource needs.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor's degree from an accredited college or university.
2. Three (3) or more years of experience in grants management, budget management and/or workforce development management.
3. Strong communications skills (written and verbal) and the ability to present complex information to diverse audiences.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and e-mail) including the Internet.
5. 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

- Possession of a Master's degree from an accredited college or university.
- Knowledge of regional and state-wide transportation and logistics employment and training programs and partnerships.
- Demonstrated partnership development experience.
- Knowledge of the human resources and business management needs of transportation and logistics employers in the District's service areas.
- Knowledge of vocational human service needs of the local labor market, including long-term unemployed persons.
- Knowledge of the Workforce Investment Act and related legislation.
- Knowledge of issues pertaining to job training, as they relate to Alameda County.

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- Ability to supervise professional and clerical staff and work with team members from partner agencies to maintain high staff morale.
- Experience with policy and procedure development and data analysis.
- Ability to work independently to carry out projects from beginning to completion

ENVIRONMENTAL DEMANDS

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

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13