

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Class Specification

ASSISTANT DIRECTOR, OSHA TRAINING CENTER

DEFINITION

This is a District management position under the direct supervision of the District Executive Director of Economic Development and Contract Education. The Chabot-Las Positas Community College District Assistant Director, OSHA Training Center, performs a wide variety of program oversight and project management activities to assure the successful implementation and growth of this important resource to our communities. The Chabot-Las Positas Community College District Assistant Director, OSHA Training Center (CLPCCD OTC), oversees the Chabot-Las Positas Community College District OSHA Training Center's day to day operations and is responsible for its on-going success and growth. The person holding this position must have a solid background in safety, be knowledgeable about federal OSHA and Cal/OSHA regulations and have teaching/training experience in the area of safety and health. Additionally, s/he must be a systems thinker as well as visionary about the CLPCCD OTC's potential, and be capable of expanding the program to its full potential as a regional center. The position is charged with generating revenue in excess of the CLPCCD OTC's operating expenses and to contribute revenue for District programs.

NOTE: This position is a specially funded program. The incumbent must generate revenue sufficient to cover operating costs of OSHA Training Center, including salary and benefits for program staff, to assure on-going funding.

REPRESENTATIVE DUTIES

The Chabot-Las Positas Community College District Assistant Director, OSHA Training Center will carry out the following representative duties, as well as additional duties as assigned:

1. Oversee the implementation and delivery of CLPCCD OTC's courses and services, including: instructors (interviewing, scheduling, and compensation); curriculum (development and revision, course materials distribution); course scheduling; venue coordination (at District sites or client sites); certificates of completion and trainer card disbursement; and serve as point-of-contact for any issues pertaining to OSHA Training Center's activities.
2. Ensure program and department enrollment and financial goals are met. Expand registrations in open enrollment classes and contracted classes for businesses and organizations throughout the region (CA, AZ, NV, HI, GU) to meet and exceed minimum student numbers required by federal OSHA and to contribute to the department's revenue generation.

3. Plan, apportion, direct, and monitor District administrative staff and instructors' work. Assure that registration and other administrative areas pertaining to CLPCCD OTC's services (including reporting requirements from federal OSHA) are addressed smoothly and with a "customer first" approach.
4. Provide marketing for CLPCCD OTC services to a variety of clients, including members of the public, trade groups, and corporate and organizational clients. This includes, but is not limited to, oversight and/or creation of newsletters, blog, and website; working with the media; identifying and qualifying marketing opportunities; overseeing creation of collateral materials; conducting market research; representing OTC at trade shows, meetings and other events; and making business client sales calls to set up contract trainings and/or solicit students for open enrollment courses. Work with District colleagues to maximize impact for all marketing opportunities.
5. Research and solicit new ways in which to expand the District's CLPCCD OTC offerings. Work with businesses and governmental agencies to attract and partner with new programs, including attending regional and statewide safety events and regulatory program meetings.
6. Work with colleges and universities within Region IX (CA, AZ, NV, HI) to incorporate OSHA classes into current curriculum, as well as creating for credit and/or not-for-credit safety technician degrees and certificates.
7. Work with the federal OSHA Training Institute to comply with their requirements, revisions and regulations to maintain our status as one of the top OSHA training centers in the U.S.
8. Oversee the creation of online OSHA safety classes, including the development, federal approval and marketing of those classes, with the goal of creating an alternative delivery system for instruction as well as a means of ongoing revenue generation.
9. Research and apply for alternative funding opportunities including grants, profit-sharing relationships and partnerships to maximize delivery of safety and health courses throughout the region.

MINIMUM QUALIFICATIONS

Knowledge of:

1. OSHA and Cal/OSHA requirements and regulations;
2. Adult learning practices;
3. Sales and marketing principles and practices for service-oriented products;
4. Effective procedures for providing a high level of customer service.

Skills in:

1. Delivering instruction and/or creating curriculum for adult learners;
2. Giving direction and support to staff performing administrative and coordination support;
3. Sensitivity and an understanding of the diverse academic, socioeconomic, ethnic and cultural backgrounds of the staff and clients of the organization;
4. Communicating effectively with all customer groups both orally and in writing;
5. Budgeting, fiscal research and report preparation;
6. Working with government and educational organizations to further program goals;
7. Being personable and helpful to all customer groups and representing the Chabot-Las Positas Community College District in a positive way throughout the region and community.

EDUCATION & EXPERIENCE

Completion of a Bachelor's degree or higher in a related subject area, preferably in a health and safety discipline, three or more years of professional experience in workplace safety and health, including working with OSHA and/or Cal/OSHA requirements; experience with project management, marketing, training, and sales; or an equivalent combination of education and experience which indicates possession of knowledge and skills required.

PHYSICAL ACTIVITIES AND WORKING ENVIRONMENT

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

NOTES:

1. This class specification is not necessarily all-inclusive in terms of work detail.
2. This position is for a specially funded program. The incumbent must generate revenue sufficient to cover operating costs of OSHA Training Center programs, including salary and benefits for program staff, to assure on-going funding of the position.

Adopted by the Board of trustees: June 17, 2014

Effective: June 18, 2014

Job Family: Management