

ASSISTANT DIRECTOR OF ADULT EDUCATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The position involves the responsibility for the administration of technical training and retraining programs, as well as for vocational courses offered by the Ulster County BOCES Adult & Continuing Education Program to adults. The work involves the responsibility of planning, developing and staffing services, which provide adult education courses to individuals expanding their careers and technical skills. The subject areas include information technology, health occupations, manufacturing occupations and business office skills. An incumbent is responsible for supervising and evaluating all programs and personnel in Adult Education. The work is performed under the general direction of the Director of Career/Technical Education and Adult Services with wide leeway allowed for using independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and evaluates all programs and personnel in Adult Education;

Supervises the admission process for all health care programs, the admission process for all self-paying and agency funded adult services and the registration process for all adult education courses and services;

Develops, staffs and implements the fall, spring and summer continuing education programs;

Coordinates the setup, layout, printing and mailing of semester brochures advertising adult and continuing education programs;

Prepares necessary state and BOCES reports and maintains a system of record keeping for adult education programs and ensures continued adherence to State regulations as it relates to Certified Nursing Assistant (CNA) program and other programs;

Develops and initiates programs, services and courses that meet the needs of displaced workers, those seeking new vocations and the general public interested in adult education courses;

Supervises and coordinates the grant writing process and implements grant funded programs within funding agency requirements;

Insures effective publicity for adult education programs by working with the Community Relations Department within BOCES;

Creates partnerships and joint training programs/ventures with the business community, public institutions and other organizations that will result in new funding;

Provides training and establishes links for training for local and regional industry.

Communicates regularly with other coordinators and administrators at the Career and Technical Center;

Acts as representative of the Director in key county councils/planning boards including the Ulster County Development Corporation (UCDC); Workforce Development Board, SUNY Ulster Advisory Council and AHEC (Area Health Education Center System).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and concepts utilized in the administration and management of educational programs; good knowledge of available community agencies and resources; good knowledge of marketing principals, practices and techniques; good knowledge of business and industry day-to-day practices; good knowledge of funding sources, researching and writing grant proposals; ability to organize and manage projects; ability to coordinate the activities of others; ability to supervise others; ability to express oneself clearly both orally and in writing; ability to prepare technical written material; ability to establish and maintain working relationships with others; ability to present material in a persuasive manner; initiative, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university with a Master's Degree in Public Administration, Business Administration, Education or closely related field and two (2) years of experience in the administration and management of education programs; **OR**
- B. Graduation from a regionally accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Education, or closely related field and four (4) years of experience in the administration and management of education programs.
- C. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
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Classification: Competitive
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Adopted: August 1, 2003