Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are __not__ intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under the general direction of the appropriate administrator, administers and oversees the District's apprenticeship programs delivered at San Bernardino Valley College and Crafton Hills College. This position will work with various entities within the Apprenticeship Network.

The Apprenticeship Program Administrator plans, organizes, and coordinates the day-to-day activities and operations of assigned programs. This position requires communication, organizational, problem-solving, and decision-making skills and traveling throughout California. Employees in this position receive minimal supervision within a framework of standard policies and procedures.

REPRESENTATIVE DUTIES
The following duties are typical for this classification.

1. Oversee the daily operations and activities of designated apprenticeship programs.
2. Act as the primary liaison between Apprenticeship Network staff, District personnel, training sites, specific programs, and apprentices.
3. Develop, nurture, and maintain strong relationships with registered apprentices, pre-apprentices, faculty, and staff across the District and at training sites.
4. Assist in recruiting employers and securing industry partner agreements as needed.
5. Manage data collection and collaborate with Apprenticeship Networks to ensure apprentice registration and enrollment compliance with Division of Apprenticeship Standards and Department of Labor requirements.
6. Analyze and utilize data to produce accurate reports for various stakeholders throughout the year.
7. Secure necessary data-sharing agreements for assigned projects.
8. Implement continuous improvement processes to drive strategic outcomes and enhance efficiency.
9. Coordinate with community partners and provide updates and information about specific programs to key stakeholders.
10. Maintain an accurate and detailed calendar of events, deadlines, and schedules related to assigned programs to ensure timely completion of tasks and activities.
11. Represent apprenticeship program pathways and opportunities at meetings to support assigned projects.
12. Provide a compelling overview of assigned programs, identify and recruit potential participants, develop promotional materials such as brochures, flyers, and social media posts, and present to relevant groups.
13. Serve as a resource for data, research, project information, schedules, and other pertinent details.
14. Resolve issues and ensure proper implementation of program objectives and policies.
15. Coordinate and collaborate closely with other college staff and Apprenticeship Network staff to enhance access to apprenticeship programs for current and prospective students.
16. Monitor expenditures in line with project budgets and assist in the development of budgets for assigned projects or programs.

17. Compile, analyze, prepare, and submit project reports.
18. Maintain and review apprentice records using digital/online databases and software, enabling the tracking of apprentice progress throughout their programs.
19. Assess labor market information, stakeholder interests, and existing college resources to make recommendations and implement new programs.
20. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:
- Principles, procedures, objectives, and best practices of apprenticeship programs.
- Budget implementation, management, and monitoring processes.
- Effective oral and written communication techniques.
- Advanced analytical, interpersonal, negotiation, and organizational skills.
- Interpersonal skills, including tact, patience, and courtesy, especially when interacting with stakeholders from diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- Leadership and supervisory principles, including planning, organizing, assigning, and reviewing work, as well as performance standards, evaluation, discipline, and employee development.
- Standard computer operations and relevant software applications, including database management and word processing.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:
- Learn and apply District policies and procedures, California Education Code regulations, and state and federal laws, using sound judgment in various procedural situations.
- Administer and oversee the daily operations of the program effectively.
- Build and maintain relationships with external stakeholders and leverage networks and resources.
- Relate effectively to a diverse student population, including varying ages, socioeconomic statuses, cultural affiliations, and ethnic backgrounds.
- Analyze problems, develop effective solutions, and take independent action to achieve successful outcomes.
- Analyze data and prepare comprehensive written and oral reports tailored to various stakeholders.
- Work efficiently under pressure, prioritize tasks, and meet multiple deadlines.
- Communicate clearly and effectively, both orally and in writing.
- Learn from mistakes, implement appropriate corrective actions, and prevent repeated issues.
- Exercise tact, diplomacy, and sound judgment in all interactions with stakeholders.
- Work independently with minimal supervision.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse backgrounds.
- Present information clearly and effectively in various public settings.

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree in education, business administration, human resources, public administration, or a related field from an accredited institution.

Experience:

Three (3) years of years of progressively responsible experience in program administration, workforce development, education administration, or a related field.

Equivalency Provision:

In the absence of a Bachelor's degree, an Associate's degree or completion of sixty (60) units with coursework in education, business administration, human resources, public administration, or a related field from an accredited institution and five (5) years progressively responsible experience in program administration, workforce development, education administration, or a related field from an accredited college is qualifying.

Certificate, License or Registration:

Possession of a valid California Driver's License and eligibility for coverage under the District's Approved Driver Program.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. Travel within the region is required. Evening and weekend work may be required.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.