

## **COMMUNITY SERVICES SUPERVISOR**

### **DEFINITION**

Under the direction of an assigned dean, develop, direct, monitor, and market a community service program providing the community with classes, workshops and seminars.

### **TYPICAL DUTIES**

Plan, organize, and monitor the community services program for an assigned college; develop strategy for community services programs, establish course contents and course offerings and provide for proper marketing and promotion of programs; plan and provide for program development for community services programs; conduct searches for instructors and class proposals; review quality and appropriateness of proposals submitted; determine marketability of class proposals and select courses and instructors for community services programs; interview, evaluate, direct and train community services staff; oversee the college scheduling of facilities for community service classes and other public uses; review and resolve issues regarding students, faculty, and other college staff regarding community services programs; evaluate classes and instructors; provide for proper discipline of instructors and other staff as necessary; encourage community participation in selection of community services programs; develop questionnaires and solicit ideas for programs to meet community needs; provide for a self-supporting community services program; develop budgets and financial projections for each class; review financial performance of community service programs; provide for proper marketing and publicity of classes; design and develop camera ready copy for community services schedules; assess market needs and develop flyers and brochures for classes; develop mailing lists; maintain and prepare various reports regarding financial and enrollment status; prepare the annual report of community services programs; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Three years of experience, including one year in a lead or supervisory capacity, related to community services programs or in coordinating activities for a public agency.

#### **EDUCATION**

Bachelor's degree from an accredited institution in business administration, marketing, liberal arts or a related field; **OR** an Associate's degree from an accredited institution in any of the above **PLUS** two additional years of qualifying experience.

#### **SPECIAL REQUIREMENT**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

**KNOWLEDGE OF**

Community services programs and practices; marketing and promotional methods for community services programs; modern office practices, procedures, and equipment; oral and written communication skills; research methods and report writing techniques; policies and objectives of assigned program and activities; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training; budget preparation and control.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

Perform the basic functions of the position; design and develop community services programs; evaluate course content for workshop activities, community service classes and instructors; operate a community services program in a self-supporting fashion; develop budgets and financial projections for community service classes; communicate effectively both orally and in writing; develop and implement appropriate marketing and publicity techniques; establish and maintain cooperative and effective working relationships with others; maintain records and prepare reports; train, supervise, and evaluate personnel; maintain current knowledge of program rules, regulations, requirements, and restrictions; meet schedule and timelines; analyze situations accurately and adopt an effective course of action; plan and organize work.