



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Training Director - SHIELD Regional Training Consortium
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator – Educational <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> Administrator – Classified <input type="checkbox"/> Classified <input type="checkbox"/> Faculty
RANGE:	15
HOURS PER DAY:	Up to 8
HOURS PER WEEK:	Up to 40
MONTHS PER YEAR:	Up to 12
REPORTS TO:	Assistant Superintendent/Vice President of EWD or designee

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Training Director – SHIELD Regional Training Consortium organizes, directs, coordinates, and supervises the day-to-day activities and operations of the SHIELD Regional Training Consortium. Employees in this role apply expertise in managing budgets while working with culturally diverse stakeholders in a variety of contexts. The incumbent is responsible for managing and maintaining the day-to-day operations for the SHIELD Regional Training Consortium. This classification receives minimal supervision within a framework of standard policies and procedures. This job class functions independently, is overtime exempt, and requires organizational, problem solving, decision making, and budgetary skills.

TYPICAL DUTIES

Essential Functions:

- Organizes, coordinates, directs, and supervises the activities and operations of the SHIELD Regional Training Consortium.
- Reads, interprets, and applies policies, laws, rules, and regulations pertaining to the Consortium.
- Determines training requirements and procedures and develops and implements training plans.
- Accurately prepares and submits all required District, state, and federal reports related to SHIELD.
- Develops, coordinates, and administers budgets; monitors and controls expenditures; prepares and submits required state and institutional fiscal and accounting records.
- Manages and updates training website content.

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- Promotes, publishes, and disseminates information about SHIELD.
- Develops collaborative, effective partnerships with organizations on the Executive Membership team and instructors, students and other stakeholders.
- Plans, develops, analyzes, critiques, and evaluates computerized applications and record keeping systems; develops and maintains records necessary for operating SHIELD.
- Proposes, reviews, revises, and implements policies within prescribed guidelines.
- Reviews and approves all SHIELD contracts.
- Establishes relationships with public safety agencies and serves as the point of contact to provide support throughout the training process.
- Creates and submits training and presentation marketing materials.
- Manages class registration portals, classroom schedules, payments, contracts, and rosters for training events.
- Manages course registrations with certified entities.
- Facilitates on-site support for instructors and students.
- Manages attendance and training rosters.
- Oversees supplies necessary for trainings and ensures sufficient inventory for future training events; creates and places orders for needed supplies.
- Evaluates inventory needs and orders print/marketing materials.
- Resolves issues effectively, provides accurate reports, and ensures program objectives and policies are properly implemented.
- Work as liaison between training officers and college staff in regards to class scheduling, student processing, payments, billings and maintaining necessary documentation and records.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Principles, procedures, objectives, and practices related to SHIELD.
- Effective budget management and application practices.
- Principles and practices of the SHIELD Regional Training Consortium, the ISA, and Bylaws.

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- Policies and practices for operational planning and program promotion.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college and public safety students and employees.

Ability to:

- Direct and administer the day-to-day activities and operations of the consortium.
- Learn, interpret, and successfully apply legal regulations applicable to the administration of the SHIELD Regional Training Consortium.
- Effectively plan, organize, and schedule trainings.
- Create, process, and manage contractual agreements with instructors and external agencies.
- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Organize, prioritize, and accomplish assigned work within established timeframes.
- Establish and maintain cooperative working relationships with community college, local agency, high school, and junior high school staff.
- Analyze problems, determine effective solutions, and take independent action for successful results efficiently.
- Communicate effectively orally and in writing.
- Exercise tact, diplomacy, and good judgment in all stakeholder interactions.
- Develop, prepare, and administer a program budget.
- Set priorities and meet commitments.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required:*

- Bachelor's degree in related field or the equivalent combination of education and experience.

Education Preferred:

- Master's degree or the equivalent combination of education and experience.

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Experience Required:

- One year of experience coordinating or managing a program or department.
- One year of experience supervising, directing, and evaluating the work of subordinates.
- One year of experience successfully working with culturally diverse populations.

Experience Preferred:

- One or more years of experience working with diverse student populations.
- One or more years of experience working in higher education managing a grant funded project.

APPROVALS

Date Created/Revised: 09/11/2019

Cabinet Reviewed: 10/01/2019

Board Approved: 10/16/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)