

Executive Director, Rural Initiatives
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice President, Instruction, the Executive Director, Rural Initiatives is responsible for developing, coordinating, administering, and operating year-round programs and services for all rural communities.

Examples of Duties

1. Interpret and administer District policy regarding academic and student services.
2. Conduct needs assessment specific for rural communities in collaboration with local educational and governmental agencies, businesses and community service groups.
3. Develop Rural Initiatives program goals and objectives in alignment with college strategic directions.
4. Develop, implement, and administer instructional and student support services for rural communities.
5. Develop programs and activities to increase student enrollment and student persistence.
6. Provide leadership and develop partnerships with area high schools to establish and maintain dual enrollment and early college pathways.
7. Develop an annual schedule of course for traditional and dual enrollment programs in consultation with faculty chairs and educational administrators.
8. Organize services and coordinate with other campus departments to meet the instructional and student support needs of rural communities, within a participatory governance environment.
9. Serve as an Executive Director for the Delano College Center Foundation and serve on the Bakersfield College Foundation Board of Directors.
10. Develop and administer the annual budget to achieve identified outcomes.
11. Serve as primary administrator for Rural Initiatives facilities and development of new facilities.
12. Seek additional funding sources, and initiate and administer grants as appropriate.

Example of Duties (continued)

13. Market Rural Initiatives programs and services to the College community and public.
14. Evaluate performance of college personnel in assigned areas of responsibility.
15. Serve on College and District committees as appropriate.
16. Represent the college with educational and governmental agencies business and service groups in rural communities.
17. Other duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university or equivalent. (Equivalent: Bachelor's degree and college-level coursework in related fields and a substantial amount of senior level Experience will be converted on the basis of two years related experience is equal to one year of education.)
- Three years demonstrated progressive leadership roles in an educational setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with students, faculty and staff.
- Ability to work effectively with representatives of educational agencies, businesses, government, and the community-at-large in the identification, development, and implementation of credit and not-for-credit programs.
- Ability to demonstrate sensitivity in working with people of diverse racial, ethnic, and socioeconomic backgrounds, as well as those with disabilities.
- Knowledge of teaching and learning strategies and experience in evaluation of those strategies.
- Community College experience. Computer competence.
- Demonstrated leadership abilities.
- Ability to speak Spanish.
- Ability to apply policies and procedures consistently and correctly.
- Knowledge of the mission of California Community College.
- Knowledge of matriculation procedures.
- Demonstrated ability to use initiative and resourcefulness in problem solving

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

The Executive Director for Rural Initiatives position is a new position that subsumes the existing Director of the Delano Center position. With the expansion of programs, services, facilities and numerous sites, the scope and complexity of the position has significantly changed.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)