

Director, California Compliance School
District Office
Kern Community College District
JOB DESCRIPTION

Definition

The Director, California Compliance School, reporting to the Associate Vice Chancellor, Educational Services is responsible for planning, organizing, directing and coordinating the activities of the California Compliance School. The Director is responsible for establishment of partnerships with state, county and local agencies engaged in environmental hazardous materials handling and waste management for the purposes of serving as a source for both preventative and remedial training.

Examples of Duties

1. Provides vision and expertise for workforce hazardous materials and waste management compliance education programs; manages applicable course articulation agreements, work force development and internship programs.
2. Responsible for compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for the hazardous materials and waste management training programs.
3. In collaboration with the State Chancellor's Office Division of Workforce and Economic Development, acts as a training program liaison between the district, businesses, community and state agencies.
4. Responsible for budget development and management including revenue generation sufficient for program sustainability.
5. Develops and updates all curriculum for all compliance programs.
6. Develops opportunities to collaborate with local, county and state agencies in the creation of hazardous materials handling certification programs to be offered through the California Compliance School.
7. Responsible for developing and maintaining partnerships with agencies including the Department of Toxic Substances Control and local and regional workforce development programs for the purposes of maintaining relevant and timely curricular offerings.
8. Develops agreements and memoranda of understanding with public service agencies and private industries.

9. Serves as a liaison between the District, Respondents and the Department of Toxic Substances Control to draft and oversee Supplemental Environmental Projects (SEPS) to be utilized by Respondents to reduce monetary penalties that would otherwise apply as a result of an environmental law or regulation infraction.
10. Negotiate and secure contracts for on-site training agreements.
11. Provides leadership to the program staff by monitoring external trends and regulations affecting environmental law and regulations.
12. Seeks opportunities for program expansion.
13. Orients, supervises, evaluates performance, and provides leadership to assigned personnel.
14. Prepares a variety of reports and correspondence.
15. Participates in regional and State advisory meetings.
16. Chairs or serves on various college committees as appropriate.
17. Seeks and applies for grants, donations and other funds to supplement the program.
18. Performs related duties as required/assigned.

Minimum Qualifications

- Any Bachelor's degree or higher and four years of professional experience, or any associate degree and six years of professional experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, the ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- The mission of community colleges, particularly California Community Colleges, including laws of federal, state and local governments, and the policies of the Kern Community College District.
- Regulations and Policies of Department of Toxic Substances Control Enforcement.

- Governmental policies regulating hazardous waste generation, control and transportation.
- Industry processes or services that generate hazardous waste such as plating, manufacturing, oil production, product fabrication, recycling, etc.
- Principles and practices of leadership skill development which emphasize collaboration, consensus building, conflict resolution, and problem-solving.
- Applicable federal, state and local laws and regulations.
- Current legislative regulatory changes within each of the state certified courses.
- Basic computer skills, including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.
- Theories, principles and techniques of training and professional development.
- Principles and practices of program administration, budgeting, purchasing and maintenance of records.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.

Ability to:

- Cooperate effectively with advisory committees, college committees, and accrediting and licensing agencies.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others is essential.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Show willingness to work with students who have a wide range of skills, motivation, and academic, or vocational goals.

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

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature) _____

(Date) _____

(Supervisor's Signature) _____

(Date) _____