DIGITAL BRIDGE ACADEMY PROGRAM MANAGER
CLASSIFIED ADMINISTRATOR
(Categorically funded position)

JOB DESCRIPTION:

The Digital Bridge Academy (DBA) Program Manager provides leadership, coordination and management of the Digital Bridge Academy program. The DBA is an innovative computer technician-training program targeted for under-prepared students for Cabrillo College’s Computer and Information Systems programs.

The Program Manager is responsible for planning, designing and implementing the operating processes and procedures of the DBA program which prepares students to obtain an AA or AS degree in Computer Information Systems (CIS) and prepares them for a CIS support specialist career.

SCOPE:

The DBA Program Manager works under the direction of the Dean of Career Education and Economic Development and will play a key and pivotal role in the success of the DBA.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Develops, manages and performs day-to-day program operations including planning, scheduling, and coordinating activities related to student referrals, internships, work experience, mentoring, and student support services. (E)
2. Assists in the selection and recruitment of support staff and student assistants. (E)
3. Develops and trains an effective team of Academy student workers to assist in Academy operations. (E)
4. Supervises and evaluates Digital Bridge Academy office staff and provides training in work procedures. (E)
5. Provides information and assistance to students, counselors, referral partners, agencies, and the community regarding the Digital Bridge Academy program; explains program goals, eligibility criteria, activities, procedures, policies and support services. (E)
6. Develops agreements and manages relationships with DBA support service and referral partners to establish and document progress in the referral and integrated student support service system of the Digital Bridge Academy. (E)
7. Coordinates support services for Digital Bridge Academy students. (E)
8. Consults with faculty, staff and support service partners to assist in improving delivery of support services to students and referrals to the Digital Bridge Academy. (E)
9. Develops agreements and manages relationships with Digital Bridge Academy partners in the creation of comprehensive work experience and mentoring program for students including summer internships, work processes, procedures, and systems of DBA operations. (E)
10. Develops program related marketing strategies and information materials for students, partners and faculty. (E)
11. Documents methods, processes, and systems used in the operation of the Academy. (E)
TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

12. Collects and compiles data and prepares reports as required or assigned, including regular reports on progress towards objectives. (E)

13. Establishes and maintains effective working relationships with those contacted in the course of work. (E)

14. Provides Spanish-English bilingual services to the monolingual and limited English-speaking program partners, participants and their parents. (E)

15. Processes budget items, assists in monitoring operational expenses and in planning future budgets. (E)

16. Performs duties in conformance with applicable rules, regulations, College policies and procedures. (E)

17. Serves on and/or chairs committees and/or working groups as assigned.

18. Performs related duties as required/assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university; a minimum of three years successful work experience in education, business, or public service which involves the creation of new programs including effective work-based learning environments, work processes, mentoring and work internship programs, or integrated management systems with partnering agencies; demonstrated successful experience directing activities requiring project management and team building; demonstrated successful experience working with community-based organizations, diverse and at-risk populations; and successful experience establishing processes, procedures and operational systems.

Knowledge and Abilities:

- Knowledge of the principles and practices of public or business administration, operational process design, procedures, planning and evaluation
- Knowledge of mentoring processes and programs
- Ability to develop complex agreements with DBA partner organizations
- Ability to design, implement, evaluate, and improve projects, work processes, procedures and structures
- Ability to work effectively with students with at-risk backgrounds
- Ability to communicate effectively both orally and in writing and to present ideas and program content to various audiences
- Ability to exhibit leadership, build effective teams and to exercise good judgment in planning, organizing work and performing duties
- Ability to manage a budget
- Ability to train, supervise and direct the work of others
- Ability to communicate effectively in English and Spanish
• Ability to establish and maintain cooperative working relationships with business and
  industry representatives in diverse fields and from a variety of ethnic and economic
  backgrounds
• Ability to use microcomputer equipment and various software programs including word
  processing, spreadsheet and presentation software
• Ability to use project management methods, processes and tools including project
  management software
• Ability to consistently perform and manage multiple projects under the pressure of
  deadlines and other administrative demands

Desirable:

• Ability to effectively apply marketing approaches and methods
• Knowledge of principles and practices of public administration and public agency
  environments
• Knowledge of functions and structure of a community college or similar educational
  setting

AUTHORITY AND RESPONSIBILITY

The DBA Program Manager may supervise support staff and student assistants. The DBA
Program Manager is responsible for day-to-day management and coordination of the DBA’s
operations.

Range P
Adm/Mgmt 225 day schedule

Established: June 2, 2003