

## JOB INFORMATION

|                       |                                            |
|-----------------------|--------------------------------------------|
| Job Code              | CA09B                                      |
| Job Description Title | Admstr II, Instructional Outreach Programs |
| Pay Grade             | OP07                                       |
| Range Minimum         | \$42,160                                   |
| 33rd %                | \$49,190                                   |
| Range Midpoint        | \$52,700                                   |
| 67th %                | \$56,210                                   |
| Range Maximum         | \$63,240                                   |
| Exemption Status      | Exempt                                     |
| Approved Date:        | 6/4/2024 3:06:49 PM                        |

## JOB FAMILY AND FUNCTION

|               |                      |
|---------------|----------------------|
| Job Family:   | Outreach & Extension |
| Job Function: | Community Engagement |

## JOB SUMMARY

Plans, coordinates, delivers and manages outreach or extension educational services and programs to accomplish outreach goals and objectives including communications, education, research, community assistance and quality management. For positions where the instructional role constitutes less than half of the job responsibilities, utilize the job code CA06 for Administrator, Outreach Programs.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>Develops and delivers non-academic credit instructional training tailored to the needs of targeted groups, ensuring that the content is engaging and informative. This includes creating comprehensive lesson plans, sourcing or creating educational materials, and evaluating the effectiveness of the training provided.</li> <li>Designs and implements a comprehensive non-academic curriculum that supports the goals of the outreach programs. This involves researching the latest educational trends, aligning the curriculum with program objectives, and continuously updating the content to reflect the evolving needs of the clientele and the industry standards.</li> <li>Develops and coordinates outreach programs for targeted groups; assesses program needs, organizes program material; evaluates program success. Meets with clientele to define needs or problem areas.</li> <li>Assists in the development of or develops marketing plans and publicity materials for distribution to target audience.</li> <li>Manages and assists in the development of budgets and maintains financial records related to a specific activity, project or service.</li> <li>Develops and maintains database and/or website related to a specific activity, project or service.</li> <li>May research, prepare, and/or write grants, applications and fundraising proposals to sources at local, state and national levels.</li> <li>May conduct research for an activity, program or service and writes articles and reports and develops strategies and avenues to disseminate the information and research.</li> </ul> |
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## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                               |     | Years of Experience | Focus of Experience                                                                                |  |
|-------------------|----------------------------------------------------------------------------------|-----|---------------------|----------------------------------------------------------------------------------------------------|--|
| Bachelor's Degree | Degree in discipline related to program.                                         | and | 2 years of          | Experience in the design, implementation, delivery and management of educational programs/services |  |
|                   | A Master's degree may be required for positions requiring specialized knowledge. |     |                     |                                                                                                    |  |

Substitutions Allowed for Experience ☐ Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                                           | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------------------------------------------------|------------|------------------|--|
|                         | Some positions may require content specific certification and licensing. | Upon Hire  | Required         |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       |       |        | X            |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.