

Class Concept

This is consultative and administrative work in the promotion, coordination, and directing of extension education and training programs in various state agencies. Positions in this class develop, conduct, and promote specific extension education and training courses and/or multiple courses within occupational areas such as fire science, waste water systems, marine/fisheries, hospitality services, driver/safety education, and law enforcement. Courses and/or occupational areas have varying degrees of content, duration, and statutory requirements. Work requires considerable contact with state, local, and federal agencies and possibly with administrative and management personnel of business and industry in determining training needs, developing projects for federal funding, and in coordinating the training programs with various directors of extension education in the community college system. Positions serve as broad occupational area training coordinators and/or program directors supervising Extension Education and Training Specialists I positions and report to a director level.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of basic education and training methods and techniques.
- General knowledge of administrative techniques and pertinent laws, rules, and regulations governing an education and training program.
- Ability to plan and coordinate statewide extension education and training courses and programs.
- Ability to evaluate educational programs and submit accurate reports.
- Ability to supervise subordinate employees and to evaluate their work.
- Ability to understand and apply federal and state regulations to educational programs.
- Ability to establish and maintain effective working relationships with subordinates, committee members, college administrators, and the general public.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and three years of experience in the occupational area assigned, including one year in an administrative or supervisory capacity; or an equivalent combination of education and experience.