

DIRECTOR, ALTERNATE TEXT PRODUCTION CENTER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of Executive Director of Distributed Education and Technology Services, the Director serves as the contact point for all information regarding the operation of the Alternate Text Production Center; consults with and advises the State Chancellor's Office; plans, develops, implements, and evaluates all aspects relating to the acquisition and production of alternate media products (electronic text, Braille, and Large Print) for community college students requiring educational accommodations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Establish the objectives and goals of the Alternate Text Production Center.
2. Prepare and maintain strategic plan; administer policies and procedures.
3. Develop the methods and techniques for accomplishing all functions related to the receipt of alternate media requests, the preparation of work orders, the assignment of work to appropriate staff, monitoring of work orders, establishment of quality checks, and resolution of problems.
4. Ensure that all work orders meet the quality, timeliness, and format required; monitor work order progress throughout the production process or acquisition cycle to ensure efficient completion.
5. Maximize the use of resources allocated to the production process and ensure efficient processes and procedures are in place.
6. Initiate equipment and process changes to improve or enhance the production process.
7. Develop partnerships and contract agreements with educational and business organizations to enhance production efforts.
8. Deliver professional presentations and participate in special workgroups, task forces, and advisory boards.
9. Work with California Community College staff and the High Tech Center Training Unit staff to develop the best plan for the production of alternate media consistent with the direction of the State Chancellor's Office.
10. Coordinate with California Community College staff and the High Tech Center Training Unit staff to ensure best practices for the production of alternative media consistent with the direction of the State Chancellor's Office; make recommendations for improvement or change to meet present or future needs.
11. Develop detailed documentation on the acquisition and production process.

12. Review acquisition and production results to ensure that products meet specifications and processing timelines are satisfactory; make adjustments, as needed, to improve quality of production.
13. Provide direction in the recruitment, selection, training, and evaluation of ATPC staff.
14. Develop, manage, and monitor program budgets to include all expenditures and income generating activities.
15. Implement Fee for Service pay schedules for textbooks produced outside of the California Community College system.
16. Pursue and initiate new collaborations and funding sources to expand production capacities and capabilities.
17. Establish and maintain cooperative relations with industry organizations, and federal, state, and local agencies; establish and maintain cooperative working relations with the State Chancellor's Office and other programs funded through the State Chancellor's Office.
18. Evaluate existing practices and make recommendations for improvement or change to meet present or future needs.
19. Oversee the design and maintenance of an accessible ATPC website.
20. Participate on advisory committees.
21. Prepare reports and maintain production & financial records.
22. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a program used to acquire or produce alternate formats for use by individuals with disabilities
 Principles and practices of program development and administration.
 Principles and practices of budget preparation and administration.
 Principles of supervision, training, and performance evaluation.
 Policies, procedures, funding, programs, and services of the disabled students programs and services.
 Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services
 Techniques for preparing, producing and disseminating information
 Materials and equipment used in the acquisition and production of alternate media

Ability to:

Organize and direct a statewide program of alternate media production
 Communicate clearly and concisely, both orally and in writing.
 Stimulate interest in the statewide alternate media production program and secure the cooperation of diverse groups in operating the program
 Understand and effectively carry out the State Chancellor's Office policies
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain the confidence and respect of persons contacted in the completion of the work
Estimate time and material necessary to acquire or produce alternate media
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to functions and operations.
Maintain an awareness of the trends and technology in alternate media and the publishing industry

MINIMUM REQUIREMENTS

Education/Training:

A Bachelor's Degree from an accredited college or university in a related field.

Experience:

Four (4) years of service-related experience with alternate media production for the visually impaired and print disabled populations including three (3) years of supervisory responsibility.

Preferred Experience

Experience in and familiarity with public higher education and/or serving individuals with disabilities that involve setting goals, formulating procedures, and developing plans for the implementation of a program desired.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: June 16, 2011

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Management Salary Schedule Range: 17