

Position: Director, Community Workforce Development	Position Number:
Department:	FLSA: Exempt
Reports to: Vice President of Instruction and Student Development	Salary Grade: 128

Summary

The position supports the district's mission of partnering with the community to contribute to the economic vitality and lifelong learning needs of its service area. It also supports Initiatives #2 & #3 of the Education Master Plan, "Expand and Prioritize Offerings that Prepare Students for Living-Wage Jobs" and #3 "Create a More Nimble and Adaptable Institution". The Director works with corporate partners, community leaders and college personnel in furthering the services to business, industry and other educational partners. The Director is responsible for planning, organizing and directing the provision of the college's Community Education and Not-for-credit offerings and programming. The Director works to develop training curriculum, schedules courses and recruits, and hires instructors. The Director supervises and evaluates the work of staff, instructors, and students. The Director ensures compliance with district personnel policies, procedures, and practices.

Essential Duties and Responsibilities

- Provides general oversight and direction to the (Continuing Education) Community Workforce Development Department and not-for-credit courses and programming.
- Strategically collaborates with industry partners and local workforce development agencies to align initiatives, enhance employment opportunities, and support regional economic growth.
- Develops and maintains a system for monitoring expenses and income for programs within Community Workforce Development, including recommendations of procedures to monitor and control expenditures and income and ensure fee collection.
- Participates in the hiring of instructors and classified staff.
- Serves as a business, community, and corporate liaison with local industry, organizations, community groups, and agencies.
- Provides first-line leadership and supervises personnel assigned to the specific assignments of this position.
- Maintains an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
- Maintains compliance and alignment with Chancellors Office initiatives and guidance.
- Assesses instructional effectiveness and evaluates community education performance and customized training for instructors and classified staff.
- Works with the Vice President of Instruction and Student Development to align

program development and short-term training offerings with the initiatives and guidance of the Districts Educational Master Plan.

- Works with Deans concerning program development and implementation of fee-supported, not-for-credit programs where appropriate, monitors enrollments, develops class schedules, adding and canceling courses.
- Ensures instructor compliance with operational clerical requirements, including attendance reporting, submission of rosters, as well as participation in course program and student assessment, as well as industry certifications.
- Collaborates with workforce and job preparation training at the Job Market.
- Works with workforce partners to deliver customized not-for-credit trainings.
- Develops and maintains working relationships with all segments of the community including business, government, human resources, non-profit organizations and local residents.
- Maintains professional affiliations and represents the District in local, regional and state-wide meetings and conferences.
- Responds to company inquiries, including making various types of training presentations and suggestions on other issues related to employee performance improvement and personal enrichment.
- Performs other duties as assigned by the Vice President of Instruction and Student Development.

Qualifications

Knowledge and Skills

- The position requires thorough knowledge of the college mission, functions, policies, rules, regulations, goals, and objectives.
- Success in working with students, faculty, and staff in a collaborative and effective leadership role.
- Principles and practices of leadership, management and supervision including planning organizing, assigning and reviewing work; performance appraisal and discipline; and employee selection and professional development.
- Requires thorough knowledge of proper English usage, grammar, spelling and punctuation; strong oral communication skills; and strong written communication skills.
- Must be skilled in using various standard office machines and software applications.
- Requires sufficient human relations skill to conduct performance reviews, deliver presentations, and convey technical information.
- Requires math skills to develop and administer a budget and meet grant reporting requirements, including sufficient math skills to compute sums, quotients, fractions, percents, ratios, and statistics.
- Prepare and present effective and comprehensive reports, recommendations, and correspondence.
- Requires skills in computer operation, including software applications for database

management, spreadsheets, and word processing.

Abilities

- Principles and practices of leadership, management and supervision including planning organizing, assigning and reviewing work; performance appraisal and discipline; and employee selection and professional development.
- Requires the ability to represent the college and department in a manner befitting a department leader.
- Requires the ability to independently perform all the duties of the position efficiently and effectively. Must be able to supervise, coordinate, and perform various tasks as assigned.
- Must be able to learn, interpret, explain and apply College and program policies, rules and objectives in a fair and consistent manner.
- Requires the ability to represent the District
- Excellent team building and mentoring, prioritization, communications, computer usage, and general leadership skills.
- Requires the ability to travel overnight.
- Must have the ability to work evenings and weekends as needed.

Physical Abilities

Requires light walking and standing and lifting of lightweight materials (less than 20 pounds). Requires sufficient arm, hand and finger dexterity to operate a personal computer keyboard and other office equipment. Requires visual acuity to read words and numbers, speaking skills, and hearing skills to communicate in person, over the phone, or in writing. Requires ambulatory skills to move to various settings on and off campus. Requires the ability to travel between campuses and off-site locations.

Education and Experience

Bachelor's degree or equivalent from an accredited institution and three years of experience in higher education. Experience coordinating multiple programs, including supervision of related support staff.

Licenses and Certificates

- Must possess a valid driver's license
- Must be able to pass the security clearances required to work within county and state correctional facilities.