

GENERIC POSITION DESCRIPTION

DIRECTOR OF WORKFORCE DEVELOPMENT

An Academic Supervisory Position (Exempt Status)

Grade 192 E

A. General Statement

The Director of Workforce Development is a full-time 12-month position and is responsible for visioning, planning, and directing workforce education programming; reviews grant opportunities and writing appropriate grants; coordinating and monitoring projects to ensure completion within budget; monitors and reviewing expenditures for conformance with grant objectives, contract terms and conditions and ensuring compliance within regulatory requirements; and performing related work as required/assigned.

B. Duties & Responsibilities

Examples of the essential functions include, but are not limited to the following:

1. Plans, directs, organizes, and manages the administration of high quality workforce programming.
2. Develops and solicits grants and external funding sources; administers grant funding.
3. Develops systems and processes for the management and implementation of daily operations of categorically funded projects/grants
4. Analyzes, plans and implements systems to support efficient and effective management of grant funds and grant funded activities
5. Meets with faculty, administrators, support staff, other college personnel and grant collaborators on a regular basis to review new grant opportunities and review progress towards meeting grant objectives in existing grants
6. Maintains operational, financial, and related records required by granting agencies and prepares reports for grant funded projects as required
7. Ensures that funds are managed in compliance with guidelines, procedures, and within deadlines
8. Performs duties in conformance with applicable rules, regulations, policies and procedures
9. Trains, motivates, and oversees the work of staff, student assistants, and contract employees.
10. Directs, coordinates, and participates in short-range and long-range planning; conducts research and surveys to determine current effectiveness and future needs; prepares related reports and plans and shares with college community
11. Establishes liaison with business organizations, community and regional groups, other community colleges, and four-year colleges and universities.
12. Develops strategic business partnerships locally to share training and equipment resources.
13. Analyze business and industry trends to identify key workforce needs.
14. Promote and market workforce development through presentations, brochures, correspondence, and other materials

15. Participates in a variety of committee and staff meetings in support of economic development programs and activities; participates in other related committee assignments as required, both on and off campus.
16. Performs related duties as required or assigned.

C. Requirements

1. Possession of a Master's degree from an accredited institution preferably in Business, Public Administration, or a related discipline
2. Three years of increasingly responsible experience managing an economic development or related program, which included grant writing and development and management of budgets.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Desirable Skills & Abilities

1. Knowledge of community college workforce development practices.
2. Knowledge of and experience in program development, management, and supervision
3. Skill in preparing clear, concise, and comprehensive written and oral reports.
4. Ability to learn, interpret, and successfully apply district policies, procedures, rules, and regulations
5. Demonstrated skills in successful interpersonal communication and leadership
6. Possession of an entrepreneurial approach to leading the department
7. Proficiency in the use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials
8. Understanding of and commitment to the role and purpose of the community college
9. Experience in writing state and federal grants
10. Knowledge of basic research and planning methods
11. Experience in training, supervising, directing, and evaluating the work of others
12. Classroom teaching experience

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