

CLASS SPECIFICATION
Director, Workforce Development

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under the direction of the Dean, Career Education and Workforce Development in the division of Economic and Resource Development (ERD), the Director, Workforce Development (WFD) serves as the District-wide administrator primarily responsible for the overall management, planning, facilitation, coordination, and support for workforce development programs and services. The position is responsible for working with all Schools and faculty within the college to insure that WFD programs are strategically integrated with core academic program areas, career and technical education (CTE) programs to ensure that program development includes appropriate and applicable technical and occupational knowledge to provide students with pathways to education and careers. The position provides leadership in setting strategic direction in support of workforce development programs, in collaboration with college economic development and CTE efforts; encourages and fosters innovation; ensures optimal integration and alignment with college initiatives, instructional programs and other economic development programs; develops and manages grant application development and authoring for related workforce initiative and programs; and cultivates proactive linkage and outreach to regional business and industry.

DISTINGUISHING CHARACTERISTICS

The Director is responsible for leadership and general facilitation of workforce development educational programs and services as assigned and will provide staff support to Economic and Resource Development and the instructional programs of the college. This position is responsible for working district-wide to ensure that all contracts, grants, and short and long-term hiring meet and minimizes the College's risk and that all policies of the College are followed in all workforce development business obligations and grants to not place the college at risk. The Director works with administrators, faculty, staff and appropriate College committees in a collegial and supportive manner to ensure that workforce development initiatives and activities meet industry needs, are linked appropriately to instructional programs, economic development activities, and are in consonance with District goals and objectives. In addition, the Director functions effectively as a member of an administrative team and works effectively within a participatory governance environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual departmental budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve

program and District goals, objectives and performance measures consistent with the District's quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's classified human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Provides college-wide leadership and coordination in support of workforce development programs and services and integration with economic development activities.
5. Administers and provides leadership in the identification of funding opportunities and the development of college institutional grants such as, but not limited to, federal and state workforce development grants, Chancellor's Office grants, career and technical education grants, Carl Perkins VTEA funds, and other related funding opportunities.
6. Collaborates with local, State and Federal government agencies to determine the current demand for current and emerging occupations and works with the State on workforce development initiatives.
7. Develops, writes, coordinates and administrates grants, as appropriate.
8. Administers the preparation and timely submission of all annual and quarterly financial and narrative reports for workforce development related funds; assists related faculty and staff in preparing accountability reports; and supervises the data collection required for completion of various state and federal reports.
9. Plans, develops and administers multiple unit budgets and monitors and tracks the appropriate use of federal, state and other college funds related to activities.
10. Supervises workforce development staff and ensures for timely administrative support for District policies and regulations.
11. Identifies and recommends opportunities for faculty and staff to develop new curricula that meet the needs of business and industry.
12. Serves on various planning committees and taskforces in support of the college planning structure.
13. Serves as a resource for advisory committees for career and technical education and training programs and services.
14. Represents the College in workforce development education programs and services to the State Chancellor's Office.

15. Maintains an understanding of current industry and regional economic ideas, trends, and practices pertaining to the areas of responsibility for this position.
16. Manages marketing and dissemination of WFD programs information, utilizing sound marketing and community outreach methodologies, including publicizing through the internet and other appropriate means, the workforce training programs available through the College and provides a point of contact for public and private entities seeking workforce training services.
17. Serves on regional organizations, committees and boards related to the planning and coordination of workforce development programs at LBCC, maintains proactive liaison to promote College workforce programs and services, ensures for input related to industry needs and ensures for on-going assessment of the viability of LBCC workforce programs.
18. Maintains appropriate fiscal and expenditure controls to ensure that federal, state, county, and community college law, regulations, and procedures and audit standards are observed.
19. Make presentations as necessary to various groups with the District, community and state.
20. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of management and supervision.
2. Principles and practices of employee training and supervision.
3. Regional and state economy and workforce development trends and needs as related to current and emerging industry sectors and sub cluster activities.
4. Workforce Development national and state public policy and CTE programs and integration points.
5. Regional, state and national economic trends and workforce needs.
6. Federal, state and local sources of funding including grants, private sector foundation funding sources, and resource development opportunities.
7. Economic and workforce development sources available and research techniques typically applied to gather and compile data.
8. Community colleges in higher education, including the mission of the California Community College System.
9. Budget preparation and control.
10. Community college instructional programs, principles, practices and procedures.
11. Applicable laws, codes, regulations, policies, and procedures.

Ability to:

1. Supervise, evaluate and train assigned personnel.
2. Communicate effectively both orally and in writing.
3. Plan, coordinate and facilitate college-wide strategic planning initiatives related to Workforce Development.
4. Identify resources and develop grants or special projects in support of Workforce Development programs.
5. Initiate and identify program, service and resource opportunities and seek new innovative circumstances that link LBCC to the economic needs of the region.
6. Build synergistic relationships with business and industry stakeholders in the region.
7. Develop and evaluate plans to meet current and future needs of the assigned area.
8. Develop and effectively manage multiple budgets across a variety of units.
9. Apply excellent internal and external customer service and direct staff in developing excellent customer service practices.
10. Direct staff appropriately in developing best practices in a team work environment.
11. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity; as well as work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
12. Keep current with fluctuating program rules, regulations, requirements, and restrictions.
13. Analyze situations accurately and adopt an effective course of action.
14. Manage multiple projects while meeting schedules and timelines.
15. Be proactive, self initiated and work independently with limited supervision.
16. Use technology effectively, comfortably and as appropriate in position.
17. Create and give professional presentations to internal and external audiences.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or a related field and five years of extensive and progressively responsible experience in the development and administration of Career and Technical Education programs and services in an educational environment and linking educational programs and services to the economic and workforce development needs of business and industry; or an equivalent combination of training and experience. Possession of an earned master's degree is highly desired.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under deadlines on multiple concurrent tasks; and interact with District administrators, management, faculty, staff, state and federal agencies and funding sources, representatives of other public agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.