CLASS SPECIFICATION
Director, Workforce Development

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

GENERAL PURPOSE
Under the direction of the Executive Vice President, College Advancement and Economic Development (CAED), 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 and CTE state and federal grants, programs and services. The position is responsible for working with all Schools and faculty within the college to insure that WFD programs and CTE related grants are strategically integrated with core academic program areas and career and technical education (CTE) programs. The position provides leadership in setting strategic direction in support of workforce development programs and in close collaboration with college economic development, Academic Affairs, CTE, and student success efforts; encourages and fosters innovation in career related programs and grants; 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 District wide leadership and general facilitation of workforce development educational programs and services, and CTE grants and contracts and provides support to College Advancement and Economic Development and the instructional programs of the College. The Director is responsible for policies, practices and procedures related to the area to minimize the College’s 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 and 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. The Director is also a key representative of the college in the business community in developing relevant strategic partnerships with industry, workforce organizations, Chambers, Workforce Investment Boards, government representatives and other relevant groups to facilitate and advance the College’s objectives and goals related to workforce and CTE.

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. Provides college-wide strategic leadership and coordination in support of workforce development programs, services, contracts and CTE grants, and integrates with economic development activities and CTE programs at the College.

2. Provides leadership in the identification of funding opportunities and the development of college institutional grants such as, but not limited to, US Department of Labor, Department of Education, state workforce development grants, Chancellor’s Office grants through the Economic and Workforce Development Program, career and technical education grants, Carl Perkins VTEA funds, private foundation funds, and other related funding opportunities.

3. Provide leadership in collaboration 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. Represents the College in workforce development education programs and services to the State Chancellor’s Office, local, state and federal agencies, business and industry, and other relevant external workforce organizations.

4. Develops and implements strategic and long-range program planning and development for a comprehensive and integrated workforce development and CTE grant related plan for the college in accordance with the College’s Education Master Plan, President’s Agenda and Board of Trustee Goals. 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.

5. Represents the college regionally and statewide on boards, commissions and organizations related to workforce development and CTE. Provides leadership on behalf of the college in working with public and private sector organizations to advance workforce opportunities for the college and link instructional programs to industry sector workforce needs and private sector.

6. Hires, 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. Plans and evaluates the performance of assigned staff.

7. Provides day-to-day leadership with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership in programs and activities that promote a positive employee relations environment.

8. Oversees and coordinates grant proposal development and planning; assists with writing as appropriate; administers grant awards and provides leadership and oversight as appropriate in program areas.

9. Administers and provides oversight for timely submission of all annual and quarterly financial and narrative reports for workforce development related funds; facilitates related faculty and staff in preparing accountability reports; and manages and direct staff in the data collection required for completion of various state and federal reports.
10. Plans, develops and administers multiple unit budgets and monitors and tracks the appropriate use of federal, state and other college funds related to activities for compliance.

11. Directs and manages workforce development staff and ensures all program activities comply with District policies and regulations.

12. Identifies and recommends opportunities for faculty and staff to develop new curricula that meet the needs of business and industry.

13. Act as LBCC/CAED representatives to serve on various planning committees and taskforces in support of the college planning structure both internally and externally; serves as a resource for advisory committees for career and technical education and training programs and services.

14. Provides a point of contact for public and private entities seeking workforce training services and contracts. Maintains an understanding of current industry and regional economic ideas, trends, and practices pertaining to the areas of responsibility for this position.

15. Maintains appropriate fiscal and expenditure controls to ensure that federal, state, county, and community college law, regulations, and procedures and audit standards are observed.

16. Make presentations as necessary to various groups with the District, community and state.

17. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of organization, planning, development and supervision.

2. Principles and practices of project planning, development and management.

3. Leadership principles for strategic/operational and long-range instructional planning and related educational and support services in workforce development, career technical education, and contract and community education.

4. Effective outreach and resource development to generate necessary resources in support of new workforce, CTE, instructional programs and services.

5. State and federal grants and other sources of funds for CTE and workforce development.

6. Leadership principles for communication and engagement with leaders in the private and public sector as well as educational agencies, and business and industry.

7. Effective oral and written communication skills.

8. Effective program and grant design, planning, development and budgeting in response to complex RFPs, proposal requirements and specifications.

9. Adult learning theory and learning styles including multiple methods of instruction including new technologies in the learning process and understanding of current and emerging instructional delivery techniques.
10. Curriculum development, course articulation and student matriculation.

11. Regional and state economy and workforce development trends and needs as related to current and emerging industry sectors and sub cluster activities.

12. Workforce Development national and state public policy and CTE programs and integration points.

13. Federal, state and local sources of funding including grants, private sector foundation funding sources, and resource development opportunities.

14. Economic and workforce development sources available and research techniques typically applied to gather and compile data.

15. Budget preparation and control with large scale grant project budgets.

**Ability to:**

1. Direct, manage, supervise, evaluate and train assigned personnel and work with staff at all levels.

2. Communicate effectively both orally and in writing.

3. Plan, coordinate and facilitate college-wide strategic planning initiatives related to Workforce Development.

4. Manage financial resources with a record of fiscal responsibility and accountability, related to grants, District, education codes compliance.

5. Identify resources and develop grants or special projects in support of Workforce Development programs CTE and promise pathways programs and initiatives.

6. Initiate and identify program, service and resource opportunities and seek new innovative circumstances that link LBCC to the economic needs of the region.

7. Build synergistic relationships with business and industry stakeholders in the region.

8. Develop and evaluate plans to meet current and future needs of the assigned area.

9. Develop and effectively manage multiple budgets across a variety of units.

10. Apply excellent internal and external customer service and direct staff in developing excellent customer service practices.

11. Direct staff appropriately in developing best practices in a team work environment.

12. 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.

13. Keep current with fluctuating program rules, regulations, requirements, and restrictions.

14. Analyze situations accurately and adopt an effective course of action.

15. Manage multiple projects while meeting schedules and timelines.
16. Be proactive, self initiated and work independently with limited supervision.
17. Use technology effectively, comfortably and as appropriate in position.
18. Create and give professional presentations to internal and external audiences.
19. Develop and oversee quality assurance measures to ensure program efficiency and effectiveness.
20. Analyze business needs; organize workload and prioritize activities/duties.
21. Compose reports, correspondence, and articles for publication; speak in public and make presentations to small and large groups.
22. Maintain effective working relationships with clients and members of the general public from diverse socioeconomic backgrounds.
23. Deal effectively with legislators and legislation issues related to programs.
24. Operate with complex regulations, policies, requirements and bureaucracy. Interpret and apply laws, rules, policies and procedures relating to the work of the department.
25. Interpret, apply, explain and reach sound decisions in accordance with pertinent federal, state and local laws and regulations and District policies and procedures.
26. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and information, and problem resolution on behalf of program and division.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution with a Master’s degree with a major in business or a related field and five years of extensive and progressively responsible leadership experience in the development and administration of Workforce, Career and Technical Education programs and community and contract education and services in an educational environment (community college setting preferred) and linking educational programs and services to the economic and workforce development needs of business and industry; integrating workforce, CTE and economic development programs, large scale grant writing experience, or an equivalent combination of training and experience.

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.

Revised: September 24, 2012