CLASS SPECIFICATION
Program Director – Workforce Development

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

GENERAL PURPOSE
Under policy direction, plans, implements, integrates, directs, manages, evaluates and oversees the District’s workforce development programs; ensures program compliance with federal and state rules and regulations and District policies and procedures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This single position class is responsible for planning, managing, directing and evaluating a majority of the District’s workforce development programs. An incumbent is responsible for developing, monitoring and evaluating program performance measures and ensuring program compliance with federal and state rules and regulations and District policies and procedures. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Program Director, Workforce Development is distinguished from Dean, Workforce Development in that an incumbent in the latter class is responsible for overall management and direction of the District’s workforce development programs, operations and staff.

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, controls, manages and evaluates the District’s workforce development programs; with subordinate program managers and staff, participates in establishing operational plans and initiatives to meet program goals and objectives; implements program plans, work processes, procedures and policies required to achieve overall program performance results; coordinates and integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against program budgets and grants.

2. Plans and evaluates the performance of program managers, coordinators and 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 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 and Workforce Development objectives
and service expectations; provides leadership and participates in activities that promote a positive employee relations environment.

4. Plans, implements, integrates, manages, directs, oversees and evaluates multiple federal and state funded workforce development programs; oversees and evaluates program operations to ensure compliance with federal and state contracts, rules and regulations and District policies and procedures; develops, implements, monitors and evaluates quality control plans, accountability standards, program evaluation procedures and performance measures; coordinates and facilitates daily program operations.

5. Seeks additional funding for District economic, resource and workforce development programs; supervises and participates in the preparation of grant applications and proposals; maintains current knowledge of funding sources and requirements; monitors funding accounts and transfers appropriations as needed.

6. Directs the coordination of program activities with state and county agencies; establishes and maintains partnerships with community-based organizations, employers and other District departments; manages contracts for program contractors and vendors.

7. Performs a variety of special research and analysis projects on workforce development program issues; analyzes, evaluates and develops strategies to increase program enrollment to reach performance measures.

8. Develops and composes new and updated job descriptions for workforce development positions; conducts interviews and recommends the hire of applicants.

9. Represents the District with professional organizations, committees and at public and community presentations and meetings.

QUALIFICATIONS

Knowledge of:

1. State and federal workforce development programs, guidelines and regulations.
2. Principles and practices of program planning, budgeting and management.
3. Principles and practices of career development, counseling, job placement and job retention for diverse cultural and socioeconomic groups.
5. Vocational education and other non-traditional educational programs.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
7. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
8. Research methods and analysis techniques.
9. Principles and practices of sound business communication.

10. Principles and practices of effective management and supervision.

11. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Plan, direct, manage, coordinate and integrate multiple federal and state funded workforce development programs.

2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.

4. Present proposals and recommendations clearly, logically and persuasively in both internal LBCCD meetings and public forums.

5. Represent the District effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.

6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

7. Exercise sound, expert independent judgment within general policy guidelines.

8. Establish and maintain effective working relationships with District administrators, management, staff, community organizations, state and federal agencies and funding sources, local employers, contractors, vendors, the public and others encountered in the course of work.

**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 education, psychology, sociology, social work, public administration or a closely related field; and at least five years of progressively responsible employment and training program experience, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license 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; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District administrators, management, staff, community organizations, state and federal agencies and funding sources, local employers, contractors, vendors, the public 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.