

**DIRECTOR OF WORKFORCE TRAINING & DEVELOPMENT****DEFINITION**

Under general administrative direction, assists in the planning, development, and implementation of policies, regulations, guidelines, and procedures pertaining to the college workforce training programs and projects; serves as a resource to college and district staff, project personnel, and business partnerships; administers the Workforce Development Unit's budgetary and expenditure compliance, curriculum and instruction development, quality review planning, and implementation processes; directs the functions and activities of the workforce project's instructional and non-instructional personnel; and performs other related functions as directed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the MJC Dean of Career Technical Education, Community & Workforce Development.

Provides direct supervision of Workforce Training & Development classified, training providers and faculty assigned in the delivery of college workforce development programs and services.

**EXAMPLES OF DUTIES**

- Plan, organize, direct and manage the administration of high quality workforce development training programs/services that respond to the needs of corporate clients and/or community partners.
- Collaborate with community partnerships to determine needs for new courses and programs, and the identification of funding opportunities.
- Analyze industry and market trends key to the training, professional development, labor and workforce needs of our local region.
- Stay abreast of trends in legislation and in the training field to assure competitiveness and financial viability.
- Review, research and prepare service proposals and grant applications; develop and implement customized education and training partnerships.
- Plan, organize, and coordinate workshops, in-service programs and other education; plan and process activities related to workforce education & training programs.
- Promote and market workforce development through presentations, brochures, socio media avenues, correspondences and other materials.
- Confer with and advise management, corporate partners and project personnel concerning project requirements, implementation strategies, and other related activities as they related to contract education and workforce training.
- Foster positive public relations.
- Participate in a variety of committee and staff meetings in support of workforce development programs and activities; participate in other related committee assignments as required, both on and off campus.

- Confer with and aid personnel in the resolution of unusual and unforeseen problems, issues and concerns.
- Monitor, review, direct, and provide evaluation detail concerning the performance of projects, instructional and non-instructional personnel.
- Maintain operational, financial and related records to ensure compliance with County, State, Federal, or private sector guidelines for the requirements of contract and grant funded projects.
- Prepare a variety of management and program evaluation reports.
- Plan, organize, coordinate and conduct quality and program compliance reviews.
- Perform other related duties as assigned.

### **EMPLOYMENT STATUS**

Classified Administrative appointees hired after July 1, 1995 and not having otherwise attained permanent status in a classified position with the District shall be employed exclusively by contract and shall not earn permanency in this job classification. The District is offering a one-year contract subject to annual renewal.

### **TYPICAL WORKING CONDITIONS**

Work is generally performed in a standard office environment.

Work may require evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, organization, structure, strategies, and goals of public higher education.
- Legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs concerning local funding sources;
- Principles and practices of business management, supervision, human resource practices and strategies, conflict resolution strategies, and team building principles and techniques.
- General accounting, fiscal reporting and budgeting practices and procedures.

#### **Ability to:**

- Provide specialized resource support and coordination of creative and innovative career and vocational education curriculum and instructional programs.
- Analyze and assess program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions; coordinate and participate in the review and evaluation of workforce educational and training programs and projects.
- Serve as a resource to project instruction, support and management personnel; establish and maintain effective organizational, community and public relationships.
- Communicate effectively in oral and written English; understand and carry out oral and written directions with minimal supervisory controls.

## PHYSICAL AND MENTAL STANDARDS

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

## EDUCATION AND EXPERIENCE

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Education:** Completion of an earned Bachelors or higher degree from an accredited college or university in educational administration, business administration, curriculum and instruction supervision, career education, economics, public administration or a closely related field. And,

**Experience:** 3 years of experience in the management of industry skilled training programs, business or corporate training services, and/or career technical education. A working knowledge of the use of technology to support education and administrative appropriate practices within an educational setting.

## DESIRABLE QUALIFICATIONS

- Completion of an earned Master of Arts/Science or higher degree from an accredited college or university in educational administration, business administration, curriculum and instruction supervision, career education, economics, public administration or closely related field.
- 3 years of experience in the management of industry skilled training programs, business or corporate training services, and/or career technical education.
- Knowledge of principles, techniques, strategies, goals and objectives of public education; methods, techniques, procedures, and strategies concerning assessment and evaluation of workforce education and training programs.
- Knowledge of legal mandates, policies, regulations, and operational procedures pertaining to the Federal and State projects and programs concerning adult, career and technical education; State, Federal, and Local community groups and agencies that provide operational assistance and guidance to special project programs and activities.

- Modern, innovative, and creative curriculum and instructional trends appropriate for clients identified and participating in workforce education and training projects and programs.
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

## **LICENSES AND CERTIFICATES**

Possession of a valid California Motor Vehicle Operator's License.

*Class Adopted: 3/1/09*

*Class Amended: 10/4/17*