

**Director, Workforce
Development Programs (COF)
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Under administrative direction of the Vice Chancellor, Economic and Workforce Development the Director of Workforce Development Programs provides leadership and is responsible for the development, coordination, planning, and supervision of fiscal and instructional support for Workforce Development programs and initiatives.

Examples of Duties

1. Provides vision and expertise for career education programs; manages workforce development funding sources including the Strong Workforce Program, Carl D. Perkins, Adult Education, and others as appropriate to insure appropriate allocation, compliance, planning, accountability and reporting.
2. Markets the College and career education programs to the College community and the general public. Included may be presentations to faculty and staff, coordinating planning meetings with academic and industry partners, and engaging in discipline-specific planning discussions.
3. Reviews, assesses and evaluates assigned programs and services; recommends and implements approved plans and policies to facilitate and improve outcomes, operations and programs within areas of responsibility.
4. Researches and seeks out new funding opportunities. Develops, implements, and monitors grant and other categorical strategic plans and budget reports; establishes goals and activities, evaluates program outcomes, and exercises judgment in determining and implementing changes to achieve program objectives.
5. Develops, implements, and monitors annual plans and budgets expenditures for assigned career education categorical funds.
6. Participates in workshops, meetings, and conferences at the district, local, regional, and state levels as appropriate to the assigned areas of responsibility.
7. Hires, trains, schedules, supervises, and evaluates the work performance of assigned personnel.

8. Performs other related activities and duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in a career education related area of study.
- Two years of full-time experience or the equivalent in the administration of educational programs, including at least one year of demonstrated leadership experience reasonably related to the administrative assignment

Knowledge and Abilities

- Knowledge of relevant State and Federal codes, statutes, and regulations that govern California community college student developmental and instructional services.
- Knowledge of Principles leadership and management principles and techniques
- Knowledge of the mission and philosophy of the California community college system; instructional programs; regulations and policies; principles of employer-employee relations
- Knowledge of accounting, budgeting, and fiscal reporting
- Knowledge of computer operations/data processing systems
- Ability to work as a part of a management team dedicated to collaboration and the goal of integrating instruction and student affairs as a way to create and maintain a supportive student-learning environment
- Ability to exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem-solving
- Ability to effectively communicate orally and in writing
- Ability to demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- Ability to manage comprehensive sources of funds in excess of \$8 million annually
- Ability to apply legal and policy provisions/regulations to various problems consistently and correctly
- Ability to establish and maintain cooperative and helping working relationships with students, staff, and others in the course of work.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

 (Employee's Signature)

 (Date)

 (Supervisor's Signature)

 (Date)