

**Vice Chancellor,
Economic and Workforce Development
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Vice Chancellor, Workforce and Economic Development, reports directly to the Chancellor and serves as the chief officer responsible for the development, implementation, management and policy advancement of the District's mission of workforce and economic development; The Vice Chancellor provides overall leadership and utilizes data in planning, organizing, reviewing, coordinating, and evaluating district-wide workforce and economic programs and the development and implementation of related policies and procedures of the District. It is expected that decisions are consistent with the Strategic Plan, California Education Code, Title 5, and Board policies.

Example of Duties

1. Manage, coordinate, and provide leadership for the District workforce and economic development programs and initiatives to assure the viability and legality of the programs, improve processes, maintain established academic and legislative standards, maximize the Career Technical Education opportunities for students and facilitate workforce and economic development in the many communities served by the Kern Community College District.
2. Serve as a catalytic force in formulating and implementing, collaborating, promoting, and implementing Career Technical Education and workforce and economic development throughout the District and regionally.
3. Provide strategic leadership in the equitable expansion of access to education and the workforce, improving the social and economic mobility and stability of both individuals and the region.
4. Support and promote development and innovation that successfully transforms the region into a globally competitive body enhanced by targeted and sustainable workforce and economic development efforts.
5. Provide leadership, support, and service to KCCD's colleges, as well as to state and local community and economic development leaders, in workforce development initiatives.

6. Serve as the District's liaison officer for workforce and economic development with the California Community College system office, county, state, and federal agencies, business and industry partners, high schools, universities, and all public school partners.
7. Serve as the Chief Administrator for the district-wide Adult Education consortium. Consortium includes all high school districts, all county offices of superintendent of schools, Workforce Investment Board, California Department of Employment Development Department, community-based organizations, and other education and training providers. Hire and direct Regional Consortium Chair. Oversee and direct planning, fiscal, and programmatic oversight for all adult education services provided within KCCCD district consortium. Hire and direct staff with direct reporting responsibility and work with all educational districts to ensure appropriate program and fiscal compliance.
8. Provides executive leadership for the Central Valley/Mother Lode Regional Consortium (CVMLRC), ensure effective planning, development, organization, coordination, leadership, and facilitation of activities on behalf of the CVMLRC leadership group, Key Talent, Technical Assistance (TA) Providers, CEOs, CIOs, deans, directors, and other regional stakeholders to develop and implement regional goals, objectives, and strategies associated with the CCCCCO's statewide economic and workforce development mission and vision.
9. Oversees District-wide economic and workforce development grants and categorical programs offered by the colleges. Ensures the effective and efficient coordination and application for funding, reporting requirements, program audits and fund analyses.
10. Oversight over the Administration of budgets for assigned categorical and grant programs and services; monitor and control expenditures.
11. Provide leadership of district workforce and economic development areas to include: credit education, non-credit education, not-for credit offerings, continuing education, fee-based training, Central Motherlode Regional Consortium, small business development, 21st Century Clean Energy Center, Performance Improvement Institute, workforce services.
12. Oversee evaluation and compliance with local, state, and federal policies, related to Career Technical Education.
13. Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation, and supervision of assigned staff.
14. In collaboration with the colleges, serve as the central point of contact for private or public entity seeking information, resources and solutions for workforce training, job development and creation or business expansion.

15. Coordinate with college administrators and faculty to conduct institutional research and evaluate student and program outcomes in workforce and economic development areas.
16. Evaluate and recommend Career Technical Education programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals.
17. Development of community workforce programs that serve underserved populations through innovative practices to achieve the goals of the Board.
18. Research and analyze issues and interpret state and federal regulations and legislation impacting assigned areas of responsibility.
19. Review and recommended new and revised District Policies and Procedures as related to assigned areas of responsibility.
20. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) workforce & economic development.
21. Represents the District to local, state, and federal governmental agencies, businesses and agencies involved in creating, developing, modifying, and evaluating programs and services for community college students.
22. Forge successful relationships with governmental agencies, business and industry, other educational institutions, and service organizations to develop and maintain articulation and collaborative activities.
23. Supervise and direct assigned employees, including hiring and performance evaluation.
24. Serve as a member of the Chancellor's Cabinet.
25. Perform other duties as assigned by the Chancellor.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- A minimum of six (6) years of progressively responsible leadership experience as an administrator at an institution of higher education. This may include experience as a Vice President, dean, or district level administrative positions, administration of educational or student services, and other unique district level positions. Qualified applicants will have worked directly with the Chief Executive Officer on college or

district priorities or initiatives.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Demonstrated success writing and managing grants.

Knowledge and Abilities

Knowledge of:

- The following desirable education and experience are important to the success of the administrator in this position:
- Doctorate degree in educational leadership or related area.
- Experience with Career and Technical Education programs
- Economic & workforce development instructional and program development.
- Current practices/issues in economic & workforce development.
- State and federal laws, codes and regulations affecting economic & workforce development programs.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges.

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in workforce & economic development; assist in the administration of the workforce & economic development programs;
- supervise, evaluate, and assist assigned personnel; cooperate effectively with vocational advisory committees, College committees, and accrediting and licensing agencies.
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Conduct institutional research, and to prepare and administer grants.
- Effectively represent the District in the community.

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.

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)