

**Executive Director,  
Economic Development and Corporate Training  
District Office  
Kern Community College District  
JOB DESCRIPTION**

**Definition**

Under the direction of the Associate Vice Chancellor, Economic and Workforce Development, provide executive leadership for all of the Economic Development initiatives and the Contract Education and Corporate Training unit.

**Example of Duties**

1. Manage, coordinate, and provide leadership to all of the Economic and Workforce Development initiatives that conduct activities related to economic development and workforce stakeholder engagement and workforce skills training for multiple industries within the District's service area and region.
2. Develop strategic plan and guide staff in the 21<sup>st</sup> Century Energy Center, California Compliance School, and the Performance Improvement Institute.
3. Project management for economic and workforce development grants such as the regional Proposition 39 Clean Energy Workforce grant, the Small Business Capacity Building grant, Industry-Driven Regional Collaborative grants, and the Regional Industry Clusters of Opportunity grants.
4. Act as budget manager for specific grants and for training contracts such as Employment Training Panel, America's Job Center of California, and individual employers.
5. Consult and collaborate with regional businesses regarding their specific workforce needs and identifying the skill sets required for employment in the priority industries in the region and District's service area.
6. Consult and collaborate with regional employers, workforce development boards, colleges, and high schools to develop meaningful career education pathways leading to gainful employment.
7. Serve in a statewide capacity for the Energy, Construction, and Utilities sector and contract education.

### Examples of Duties (continued)

8. Guide and direct project staff in the execution of training program activities; evaluate staff performance.
9. Develop new workforce skills training programs to meet the changing needs of business, industry, and government, within the District service area.
10. Oversee the design, development, and implementation of training programs and initiatives.
11. Participate in the selection/hiring of staff/faculty and support staff; evaluate and recommend disciplinary action as appropriate; train and assign staff; provide performance evaluations.
12. Participate in advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries.
13. Provide basic technical assistance and faculty in-service opportunities to enhance the capacity of the region and District to meet the needs of its students.
14. Keep current on developments in the regional labor market by participating in industry conferences and workshops and by reading industry publications.
15. Maintain the reporting and accountability necessary to ensure that the Economic and Workforce Development initiatives and the contract education unit are meeting their fiscal and programmatic obligation
16. Perform other duties as assigned.

### **Minimum Qualifications**

- Master's degree in an academic area related to assignment.
- Five years of full-time experience in administration, including at least three years of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Project management.
- Leadership and management principles and techniques.
- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
  - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
  - Pertinent sections of California Education Code.
  - California State Chancellor's Office (Systems Office) legal opinions and advisories.
  - Federal regulations pertaining to the Family Educational Rights and Protection Act.
- California Community College economic and workforce development initiatives.
- Energy, Construction and Utilities sector labor market.
- Entrepreneurship and small business.
- Kern County priority industry clusters.
- Adult learning theory.
- Corporate and industrial training practices.
- Workforce services providers.
- Employment Training Panel Funding eligibility and regulations.
- Accounting, budgeting, and fiscal reporting.

### Ability to:

- Supervise professional and support staff.
- Manage instructors.
- Develop, monitor, and administer budgets.
- Meet schedules and timelines.
- Work flexible hours, including evenings and weekends.
- Establish good working relationships with a variety of individuals and organizations and facilitate inter-organizational cooperation.
- Learn College and District organization and applicable operations, policies, and procedures.
- Utilize internet research, computer spreadsheets and word processing, electronic mail, and spreadsheet programs.
- Communicate effectively both orally and in writing.
- Travel to meetings around the state.

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

## Status/Rationale

This is a Classified Management position.

## Signatures / Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)