

**Training Manager (COF)**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Executive Director, Economic Development and Corporate Training, the Training Manager will oversee and conduct training, curriculum development and training program planning activities related to Economic and Workforce Development training programs; and will train and manage training staff.

**Example of Duties**

The Training Manager will conduct and manage activities related to workforce skills training for multiple industries within the District's service area. Duties will include:

1. Develop curriculum for short-cycle workforce training which addresses the needs of industry in the District's service area.
2. Consult and collaborate with the area businesses regarding their specific workforce needs and identifying the skill sets required for employment in the priority industries in the District's service area.
3. Deliver training to prepare participants for careers.
4. Guide and direct project staff in the execution of training programs activities. Train, develop and oversee the instructor staff/faculty.
5. Coordinate and schedule instructors and training activities ensuring availability of instructor's, classrooms, lab space, curriculum materials and training equipment.
6. Develop new workforce skills training programs to meet the changing needs of business, industry, and government, within the District service area.
7. Oversee the design, development, and implementation of training programs and initiatives. Provide technical expertise to translate industry needs and skills sets into training curriculum.
8. Participate in the selection/hiring of staff/faculty, subordinate staff; evaluate and recommend disciplinary action as appropriate; train and assign subordinate staff; and provide recommendations concerning performance and/or promotions.

### Examples of Duties (continued)

9. Participate in advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries.
10. Provide basic technical assistance and faculty in-service opportunities to enhance the District's capacity to provide training.
11. Keep current on developments in the local labor market by participating in industry conferences and workshops and by reading industry publications.
12. Maintain the reporting and accountability necessary to ensure that the Economic and Workforce Development training program is in alignment with work plans from funding sources.
13. Perform other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college/university Or an AA plus five years experience providing training in a corporate or industrial setting.
- Master's Degree desirable
- Five years of training or teaching experience
- Demonstrated understanding of trends in corporate and industrial training.
- Demonstrated sensitivity to and understanding of the diverse, academic, socioeconomic, cultural, ethnic, and disabilities backgrounds of community college students and employees

### **Knowledge and Abilities**

#### Knowledge of:

- Adult Learning Theory I.
- Corporate and Industrial Training practices.
- Advantages of different training modalities.
- Workforce service providers
- Employment Training Panel Funding eligibility and regulations

## Knowledge and Abilities (continued)

### Ability to:

- Manage instructors
- 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 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

<b>Ratings</b>	<b>Essential Physical Requirements</b>
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 and contingent on funding.

## Signatures / Approval

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

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

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

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