

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director of Economics and Workforce Development Management Range 4

POSITION SUMMARY

The Director of Economics and Workforce Development reports to the Vice Chancellor of Educational Services, providing vision and leadership for development and coordination of the District's career/occupational/vocational programs; develops partnerships and linkages with business and industry; coordinates programs with secondary schools and four-year colleges and universities; and implements state, federal and private workforce related programs and grants.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides leadership in the development, acquisition, and management of external funding opportunities; identifies resources which meet funding needs and are consistent with the District's mission and goals.
- Develops educational partnerships and linkages with the community, including business, industry, government, labor, education and other community and statewide agencies.
- Researches grant programs and writes funding applications.
- Develops, coordinates and monitors state, federal and private workforce projects and grants.
- Serves as the District's representative in local and regional consortiums formed to advance economic development and related workforce education.
- Promotes the development of innovative instructional and support programs to meet the workforce needs of a diverse student population.
- Works collaboratively with college administrators and faculty to advance workforce education in the District.
- Collaborates with campus administrators and faculty teaching in vocational/ occupational programs to establish an appropriate response for businesses needing staff development, training and workforce education.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree or equivalent from an accredited college or university.
2. One (1) year of formal training, internship or leadership experience reasonably related to the position.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. The successful candidate will:
 - a. Have direct experience in:
 - Planning, implementing, administering, and evaluating programs and services;
 - Employing, supervising and evaluating staff members;
 - Developing, managing and administering complex budgets.
 - b. Demonstrate the following knowledge and abilities:
 - Shared governance principles, recognize the importance of the democratic process and foster open communication among all divisions, programs and services; adhere to principles of trust teamwork and collaboration;
 - Work effectively with diverse students, staff and faculty, both individually and as team members;
 - Effective oral and written communications;
 - Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
5. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Three (3) years of full-time administrative experience, formal training or leadership in an area related to workforce, economic and community development and grants.
- Experience in managing and leading diverse personnel in team building, conflict resolution and team projects.

- Resource development experience with grants, foundations or similar development activities.
- Educational experience.
- Sensitivity and commitment to the crucial role that diversity and pluralism play in a community college.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

Revised April 11, 2014