

DIRECTOR, STRONG WORKFORCE INITIATIVES

DEFINITION

Under the supervision of the Vice President of Instruction, the Director, Strong Workforce Initiatives will work with Academic Deans and faculty to plan, organize, direct and report out regarding activities related to Strong Workforce (SWF) Program local and regional work plans. These plans are designed to expand and improve career technical education programs by adding new career pathways, providing professional development opportunities for faculty, strengthening curriculum, upgrading equipment and facilities, increasing program offerings, and improving regional cooperation among colleges, universities, K-12 school districts, businesses, adult schools, workforce agencies, and other groups. This individual will provide ongoing support to ensure maximum efficiency and effectiveness of all Mt. SAC Local and Regional SWF projects each year; and will serve as the information source for faculty and staff regarding the 25 Board of Governors Strong Workforce Taskforce recommendations and the Strong Workforce Program objectives for all college constituencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Instruction. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Grants Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Vice President, Instruction in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Vice President, Instruction in that the latter has overall responsibility for all functions of the Instruction Division and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Regularly monitors Strong Workforce funding policies, terms, and conditions.
- Keep abreast of institutional planning and assessment efforts as they relate to Career Technical Education (CTE) programs and SWF projects.
- Collaborate with program faculty and CTE Deans to assess labor market data supplied by Center of Excellence and curated California Community College Chancellor's Office (CCCCO) data sources; prepare plans to address current and projected supply gaps for "middle skills" jobs for review by Career Technical Education Advisory Committee (CTEAC) and President/CEO and Chief Instructional Officer (CIO).
- Under supervision of the Vice President, Instruction, work with faculty and CTE Deans to complete local and regional plan documents in collaboration with other CTE categorical fund leads.
- Act as a liaison with local and county workforce agencies to facilitate planning efforts.
- In conjunction with program faculty, facilitate the development and implementation of an effective evaluation and assessment process for each project.
- In collaboration with CTE Deans, oversee and coordinate program faculty efforts to achieve objectives as stated in each approved local and regional work plan.

- Attend department meetings, program advisory meetings, regional advisory meetings, and other relevant meetings in support of SWF.
- Supervise collation and analysis of data to evaluate progress on achievement of Strong Workforce goals and objectives.
- Under the supervision of the Vice President of Instruction, monitor compliance for appropriate utilization of Local and Regional Strong Workforce funds and track encumbrances and expenditures with assistance from the Grants Office and Fiscal Services.
- Prepare reports on progress toward Strong Workforce Plan objectives for the Vice President of Instruction on a monthly basis and summary reports for the CTE Managers Work Group once each primary semester.
- Under the supervision of the Vice President, Instruction, and in conjunction with the Office of Grants and Fiscal Services, ensure adherence to all applicable district, Fiscal Agent, and Chancellor's Office requirements; oversee preparation and submission of required quarterly and final reports to the CCCCCO.
- Hire, supervise, and evaluate classified staff assigned to serve as support for Strong Workforce Initiatives.
- As needed, collaborate with regional partners to achieve Strong Workforce Initiatives.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Effective project management strategies
- Budgeting for programs, or an administrative unit
- Use of performance indicators for measurement of project success and overall impact on the college.
- Principles and practices of efficient and compliant grant administration.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Principles and procedures of record-keeping and writing comprehensive narrative and statistical reports.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Establish and maintain contacts and partnerships with potential and existing funding sources.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing; Communicate effectively both interpersonally and publically
- Work collaboratively as part of a team to achieve challenging objectives.
- Oversee large-scale projects, requiring management of multiple responsibilities.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university and a minimum of three (3) years of increasingly responsible administrative experience, preferably in higher education, and a minimum of two (2) years of experience working closely with a Career Technical Education program

Licenses and Certifications:

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.