

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF COMMUNITY/CONTRACT EDUCATION AND WORKFORCE PROGRAMS

FLSA STATUS: EXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, manage, oversee, plan and evaluate the District economic development, including contract and community education, and represent the District in workforce related programs and services; develop and implement customized training programs that meet the changing needs of local and regional employers; facilitate a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District's service area; encourage professional excellence and a culture of customer service, innovation, and quality services.

REPRESENTATIVE DUTIES:

Responsible for the administrative, operational and fiscal functions related to the successful award and management of assigned contracts, grants and community service agreements. E

Participate in development, maintenance and implementation of revenue generating career programs. E

Identify and expand economic development opportunities targeting local and regional firms that work to meet community training needs. E

Create program budgets, coordinating with other campus departments or external agencies to assure the full accountability of training related activity records, reports and inventories. E

Develop and oversee a pool of experts that will make-up the cadre of trainers with expertise in a wide variety of technical, occupational, and soft skills needed to meet the demands of business and industry. E

Work with or establish networks with local, regional and international employer groups and trade associations in order to broaden the District's visibility as a training, contract education or workforce developer. E

Work with business and industry to provide a full range of services, training seminars, and academic programs as needed. E

Maintain regular communications with the County Workforce Investment Board and other governmental agencies identifying service opportunities. E

Actively participate in and support a variety of local and regional committees and boards related to economic and workforce development. E

Approved by BOT on 02.13.18

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community College System

Various student support services

Relationships between divisions and departments within community colleges

Applicable District policies and local, State, and Federal laws, codes and regulations including Title 5 and California Education Code

Community relations and resource development

Computer systems and software applications related to area of assignment

Management techniques that encourage creativity, focused on problem-solving, and which improve efficiency and increase productivity

Participatory governance process that fosters open communication among divisions, programs and services

Team-oriented leadership style

Off-site programs

ABILITY TO:

Ability to determine priorities, be self-directed and work with minimal supervision

Plan, coordinate and oversee the administration and quality of contract education in accordance with local industry needs

Recruit, screen, interview and hire individuals needed to meet business and industry needs

Prepare program reports and monitor budget for all areas of responsibility

Develop and maintain a positive, effective working relationship with staff, faculty, administrators, external agencies and partners

Evaluate occupational and market trends, and benchmark successful courses and programs while promoting community awareness of program opportunities.

Work effectively with local educational institutions to foster off-site opportunities.

Work with deans and Office of Instruction to identify opportunities and capacity to provide instruction as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree and four years of increasingly responsible experience in community/contract education and workforce programs; including at least two years of supervisory experience.

WORKING CONDITIONS:

Office environment; subject to interruptions, may require walking or driving from site to site to

conduct work.