

JOB DESCRIPTION



Position Title: Director of Workforce Development

Division: Workforce and Military Programs

Employment Category: Exempt Staff

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 12 Months/Year

Pay Grade: EX13

Position Summary: The Director of Workforce Development is responsible for developing, coordinating, and promoting workforce development programs, including curriculum development, instruction, and assisting in student recruitment within the community; assists in coordinating workforce development programs, in support of the college's mission, including strategic engagement with business and industry, military, government, education, and community partners; and program implementation in alignment with the District's regional economic and workforce strategies.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership in the development and implementation of workforce development program initiatives that are in alignment with regional economic and workforce strategies

Coordinates the development and instruction of workforce development programs; assists in the hiring, training, scheduling, supervising, and the evaluation of instructors and programs

Coordinates with the local, state, and national authorities to ensure appropriate allocation, compliance, planning, accountability and reporting responsibilities

Leads efforts to market and secure contracts/agreements for workforce development training, in coordination with the district marketing office and within procurement guidelines

Assists with the coordination and use of virtual reality simulators, driving track, firearms training center, and other facilities to meet community needs across the district

Assists in the development of program budgets, monitors and authorizes expenditures, and monitors facility use to ensure operations are in support of instructional resource needs

Assists in recruiting students and industry partners, including participation in job fairs, recruiting events, and other special events related to the programs

Serves on committees, advisory boards, and task forces in the community and represents the college on regional and state workforce development initiatives as assigned

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in a related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

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Four years' related experience

Valid AZ drivers' license and ability to obtain clearance to drive under the college's insurance policy

Ability to pass a comprehensive background screening required to obtain and maintain Fort Huachuca access badge

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of principles of curriculum development

Knowledge of budget preparation, monitoring and administration

Working knowledge of management practices and principles

Working knowledge of education and training resources

Skill utilizing personal computer software programs affecting assigned work

Skill in analyzing and problem solving

Skill in marketing and community outreach

Skill in presenting ideas and concepts orally and in writing

Proven ability in developing and maintaining relationships with both internal and external stakeholders

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to safely operate a company vehicle while pulling a 34-foot trailer

Work Environment: Work is performed under limited supervision in a typical office setting with appropriate climate controls as well as in a classroom or laboratory setting. Incumbents may be exposed to electrical, mechanical, and chemical hazards. Travel is required. May require working early mornings, evenings and weekends.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting occasionally, walking and standing are required regularly, incumbents may be required to turn/twist, balance, reach, or handle.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

Reports To: Dean of Workforce Development and Military Programs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.