

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, WORKFORCE & COMMUNITY DEVELOPMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To develop, plan, coordinate and implement comprehensive workforce and community education programs for the District, assuring compliance with all local, state and federal laws and regulations; define community education needs from internal and external sources, and develop short and long-term strategies to meet those needs.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Dean of Career, Technical and Extended Education and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, direct and control the activities, services and operations of the Workforce & Community Development programs; allocate personnel and resources to optimize efficiency and effectiveness.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; promote and discipline personnel in accordance with established policies and procedures; monitor and evaluate contract training instructors teaching off campus at worksite locations.
3. Provide leadership for program development and consult with academic department chairpersons, directors and senior administrators to recruit instructors for contract training, community seminars, and fee-based training programs.
4. Develop and implement marketing plans for the Workforce & Community Development programs.
5. Communicate with leaders in the private and public sectors to promote Palomar College and determine needs for training and workforce development services; and respond to requests for training from external agencies and businesses.
6. Conduct performance-based instructional needs assessments for business and industry, schedule curriculum writing meetings with instructors to review, write or rewrite curriculum and syllabus to meet the training needs as determined by the assessments.

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7. Oversee administration of the training contracts, for the instructors and for the business/industry where training is conducted. Ensure positive relationships are built and maintained, and follow-up training with formal evaluations and feedback reports.
8. Maintain current knowledge of new developments and innovations within the workforce development and training fields keeping up to date with programs being offered within community colleges and higher education.
9. Develop, write, implement and enforce policies, procedures, systems and documents as needed; write and/or oversee the writing of curriculum for not for credit, fee-based courses, create schedule for non-credit classes; secure classroom locations.
10. Provide technical expertise and respond to questions, concerns and other issues related to assigned responsibilities; serve as an in-house consultant for departments that wish to offer not for credit courses; assist in curriculum development.
11. Oversee the preparation of all program registration materials, the screening of registration forms and collection of fees as appropriate; oversee entire registration process of all fee-based, not for credit students.
12. Develop and monitor the budget and manage financial resources consistent with District policy and sound financial management; assure fiscal compliance and accountability with applicable laws and regulations.
13. Conduct a variety of organizational and operations studies and investigations; make modifications to existing programs, policies and procedures, as appropriate.
14. Comply with local, state and federal codes, laws and regulations including the Americans with Disabilities Act (ADA) regarding classroom selection and set-up.
15. Serve on a variety of District and community committees to ensure Worksite Education & Training program needs are represented and services are marketed.
16. Provide responsible staff assistance to the Dean of Career, Technical and Extended Education.
17. Participate in shared governance through service on planning and/or operations committee and task forces.
18. Perform related duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Adult learning theory.
- Non-credit student constituency, non-credit fee-based courses and programs.
- Applicable city, county, state and federal laws, codes and regulations; applicable sections of Education Code and Title 5 of the California Code of Regulations.
- Principles and practices of supervision, training and performance evaluation.

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Knowledge of:

- Modern office procedures, methods and computer equipment including applicable software applications.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- English usage, spelling, punctuation and grammar.
- Community College organization, operations, policies and objectives.
- Principles and practices of effective program marketing.

Ability to:

- Plan, organize and coordinate a wide range of instructional courses in the Workforce & Community Development programs to meet the needs of business, industry and the community.
- Interpret applicable city, county, state and federal laws, codes including applicable sections of the Education Code and Title 5 of the California Code of Regulations.
- Train, evaluate and supervise personnel.
- Develop and administer goals, objectives and procedures.
- Effectively respond to all situations/incidents using sound judgment and decision making skills.
- Prepare and administer program budgets.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain detailed records and prepare reports, proposals, policies and programs.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize, schedule timelines, plan and organize work.
- Develop appropriate marketing materials.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Three years of increasingly responsible business or professional experience.

Education/Training:

Equivalent to a Master's degree in business or a related field from an accredited college or university.

WORKING CONDITIONS

Environmental Conditions:

Indoor environment; exposure to computer screens, noise and electrical energy; driving to off-site locations; extensive contact with members of the community.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work to read printed materials.

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