

DEAN, WORKFORCE DEVELOPMENT & TRAINING PROGRAMS**GENERAL DESCRIPTION OF CLASS:**

Under the general direction of an administrator, plans, coordinates, directs, and evaluates all aspects of new and on-going programs for workforce training and development while maintaining the integrity of the District's overall mission and values; develops and delivers customized workforce training and consulting services provided directly to businesses, industry, non-profit, and government employees, owners, and managers. The incumbent is responsible for developing, marketing, and managing credit, non-credit, not-for-credit, and fee-based contract and community education classes, trainings, and activities both virtually and in-person as well as on-site and off-site.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Plans, organizes, coordinates, establishes, and administers priorities of the Workforce, Training and Development program; develops strategic plans with annual goals, plans, and objectives focused on the delivery of training and consulting services to ensure responsiveness to the market with appropriate programs and services. *
2. Ensures an institutional understanding and awareness of the economic growth, and stability trends and issues within the community. *
3. Supervises and evaluates the work of assigned staff; forecasts staffing needs; assigns and reviews work for accuracy, completeness, and compliance; maintains standards and coordinates workflow and activities of the office; selects new employees; works collaboratively with District Human Resources to ensure compliance with and adherence to the employee group collective bargaining agreement (CBA); acts on and makes recommendations related to employee performance improvement plans and disciplinary action up to and including termination. *
4. Interprets and ensures compliance with county, state, federal, and local laws, rules, regulations, and requirements governing contract and grant-funded workforce training and development programs. *
5. Leads analysis of local, regional, and statewide training and professional development needs; identifies funding opportunities for individuals seeking opportunities to advance skills within a career or to re-enter the workforce. *
6. Develops contract and grant proposals; identifies matching resources from target businesses or partners; manages the implementation of various federal, state, and private contracts along with grant-funded training initiatives for business and industry. *
7. Provides direction to staff to ensure compliance; forecasts and manages funding allocations for industries, employers, and regional subcontracting colleges to achieve

- state and federal contract and grant performance metrics; identifies and determines the number of employers, trainees, curriculum, and delivery hours served. *
8. Prepares eligibility paperwork, selects instructors, monitors training performance, and evaluates training impact. *
 9. Tracks, monitors, and reports contract and grant performance. *
 10. Develops and distributes surveys and other assessment instruments and tools to determine interest, need, and support for new program areas; analyzes survey results to initiate appropriate action in response to community needs. *
 11. Creates and implements a business development strategy to bring in new clients and expand offerings to existing clients and economic workforce development partners. *
 12. Identifies, initiates, and builds a local network and client base for workforce training, performance consulting, and college student placement opportunities. *
 13. Determines workforce needs through appropriate client interviews, needs assessments, and performance consulting methodologies. *
 14. Negotiates and administers business contracts with employers and local and state agencies for workforce trainings and services utilizing appropriate campus processes and procedures. *
 15. Administers instructional design to meets individualized training needs; assists each client in determining employee educational and/or training needs; performs job task analysis and comprehensive needs assessments. *
 16. Determines best practice methods for individuals; develops multiple employer industry group program offerings; ensures the agreed upon competency-based learning objectives are measured and achieved. *
 17. Provides leadership in the recruitment of instructors, subject matter experts (SMEs), and support staff; oversees and evaluates the delivery of instruction and provided support services; adjusts as necessary to maintain client satisfaction; secures facilities, equipment, and materials for all credit, non-credit, not-for credit, and fee-based classes and trainings. *
 18. Coordinates and plans activities with other relevant District departments, personnel, local, state, and national economic development and government entities, business, industry, and legislative leaders. *
 19. Develops and implements a marketing plan with pricing, product, and service offerings, locations, promotional publications, advertising, and public relations activities for the Department of Workforce Training and Development. *
 20. Contacts appropriate decision-makers in local area businesses, industries, and community agencies to raise awareness related to workforce training and development programs and services offered by the District. *
 21. Prepares, manages, monitors, and administers operational program budgets in accordance with contract, grant, and District timelines. *
 22. Develops and maintains strong, cooperative, and effective relationships with local employers in business, government, and industry. *
 23. Research industry trends and conducts environmental scanning of programs and services offered by other training providers, colleges statewide, and international training association to assess the most current trends and developments related to workforce modification, performance, and improvement. *
 24. Ensures proper and timely completion of required reports; manages risk management and health and safety issues. *
 25. Attends District, community, industry, local, regional, state government, legislative, state assembly, senate, and national meetings. *

26. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
27. May serve on a variety of District committees as requested.
28. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Master's degree in Education, Business Management, Public Administration, or related discipline; **AND**
- Two (2) years of experience in training and development leadership.
- Or, any combination of education and experience which would provide the required qualifications for the position.

DESIRED QUALIFICATIONS:

- Three (3) years of successful community college administrative experience.
- Experience in educational leadership, finance, contract negotiation, relationship building, business development, instructional design, program and curriculum development, and marketing.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver's license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

(May be acquired through education, training and/or experience.)

Knowledge of:

- District policies, procedures, rules, and regulations related to the area of assignment.
- Laws and ordinances pertaining to the specific responsibilities of the position.
- General business principles.
- Profit and loss business models.
- Forecasting models.
- Contract and project management.
- Organizational skills and management concepts and principles.
- Local business and industry environment, job training, and professional development programming theories and methods of implementation.
- Community college instructional programs and curriculum development.
- Performance consulting.
- Effective economic and workforce development methods and practices.
- Community education program development.
- Marketing, promotion, and public relations techniques.
- Budget administration methods and techniques.
- Modern office practices and procedures including technical report writing techniques.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.

- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Ensure compliance with all laws, regulations, and policies through effective office and program supervision and leadership.
- Learn, interpret, and apply California education codes related to the area of assignment.
- Federal, state, and local policies, laws, and regulations related to the area of assignment.
- Analyze business performance and training in alignment with organizational goals.
- Analyze and interpret regulations, rules, codes, contracts, and applicable laws and applies them to department activities and functions.
- Develop and implement effective plans and programs.
- Gather, analyze, and interpret statistical, legal, and program-related information.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Develops and maintains cooperative relationships with local and regional employers, agencies, and government entities.
- Motivate and provide leadership to a diverse group of administrative, academic, and administrative staff.
- Plan and coordinate the most effective use of faculty, staff, facilities, and resources to achieve program goals.
- Comprehend and stay current with evolving needs of service area employers.
- Always negotiate and communicate professionally.
- Understand and carry out verbal and written instructions and direction.
- Independently apply good judgment in making sound and educated decisions.
- Apply strong organizational skills.
- Analyze administrative problems and prepare comprehensive, clear, and concise reports and recommendations.
- Create, prepare, and make public presentations.
- Maintain records accurately and with confidentiality as required.
- Compile, organize, and use various financial information necessary in the preparation and management of budgets.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.

- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain economic and workforce development partnerships in the region to address current and future workforce training needs.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, Board of Trustees, executive management and associated staff from other educational institutions, State Chancellor's Office personnel, business, legislative, and industry officials; business owners and senior level administrators, professional peers; students, vendors, contractors, various community organizations and agencies, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class provide supervision, work direction, and guidance to assigned managers, staff, student workers, student assistants, and/or short-term, temporary employees. The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness, and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college, and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to twenty-five (25) pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.