

**Executive Director,
Economic & Workforce Development
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Executive Director, Economic and Workforce Development, reports directly to the Associate Vice Chancellor, Workforce and Economic Development or assigned supervisor, and provides guidance, support, planning, organization, evaluation and implementation of Economic and Workforce Development programs.

Examples of Duties

1. Provide oversight and direction for the Central Valley/Mother Lode Regional Consortium (CRC), ensuring alignment and compliance with the workforce development framework, mission, and vision of the California Community Colleges Chancellor's Office (CCCCCO).
2. Provide semi-annual reports that identify current student outcomes, regional and local labor market information, local and regional demographic information, and other relevant data related to KCCD's service area and the central motherlode region.
3. Coordinate with, and leverage efforts of other regional, statewide, and federal stakeholders to identify and connect priority sector needs and resources leading to outcomes that directly or indirectly improve student success and student wage gain.
4. Drive collaboration and initiatives between local businesses, industries, labor organizations, and college programs to include baccalaureate programs districtwide.
5. Cultivate collaborative communities so that practitioners and/or faculty are deeply engaged in the region's priority and emergent sectors.
6. Provide leadership for convening, technical assistance, and logistical support to the project that affect Common Metrics and Accountability Measures and meet the labor market needs of priority and emergent sectors.
7. In collaboration with the Career Education Deans, establish an effective process to help validate the need for new programs, avoid unnecessary duplication of programs, and ensure labor market demand/supply equilibrium.

Examples of Duties (Continued)

8. Manage CTE logistics, collaboration tools, and communication between member colleges to provide relevant information concerning regional workforce and economic development activities.
9. Interprets and ensures compliance with state and federal labor laws, IRS regulations, and Ed Code, Title 5, and District policy and procedures regarding the use of employees and contractors.
10. Develops, coordinates, and maintains website including all required minutes, contact information, correspondence, notes, resources, and organizational structure documents in a method that is transparent and available to all members.
11. Facilitates the evaluation and review of progress in meeting strategic plan objectives.
12. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
13. Travels to and participates in regional, state, and national meetings.
14. Represents the District at required meetings.
15. File a report on activities annually with the Associate Vice Chancellor, Workforce and Economic Development or assigned supervisor.
16. Select, supervise, train, and evaluate assigned employees.
17. Promote a work culture that values diversity and demonstrates the delivery of exemplary customer service, innovation, and quality services to employees and the community.
18. Establish and maintain strong, cooperative, and effective working relationships with faculty, staff, students, and community partnerships.
19. Perform other duties as assigned by the Associate Vice Chancellor, Workforce and Economic Development or assigned supervisor.

Minimum Qualifications

- Master's degree from an accredited college or university.
- Two years of management level experience reasonably related to the administrative assignment.
- Two years of experience in workforce development initiatives and/or CTE-related programming.

Minimum Qualifications (Continued)

- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

- Experience developing or implementing agency operational policies and procedures
- Experience in project planning and program management
- Experience in contracting development processes
- Experience in auditing, monitoring and evaluating programs; grant management/grant writing
- Experience in evaluating services; analysis of data, report writing
- Experience in working with local, state and/or federal entities;

Knowledge and Abilities

Knowledge of:

- Applicable State and federal laws, codes, regulations practices, and issues affecting economic and workforce development programs.
- Economic and workforce development instructional and program development.
- California Community College curriculum development and approval process.
- Budget development, fiscal performance measures, and administration.
- Collaborative strategies for diverse groups/populations.
- Leadership, team building, motivation, and conflict resolution principles.
- Gathering and analyzing data and making relevant recommendations based on that analysis.
- Interpersonal skills, using tact, patience and courtesy.
- Mission, procedures, and operations of California Community Colleges.
- Oral and written communication skills.
- Principles and practices of training, supervision and performance evaluation.

Ability to:

- Interpret laws, rules, and regulations affecting community colleges.
- To formulate policies and procedures.
- To compile clear, accurate statistical reports and surveys.

- Make public presentations.
- To coordinate/facilitate meetings.
- Conduct outreach and build consensus between multiple stakeholders on complex multi-campus efforts.
- Oversee curriculum alignment.
- Interpret the laws, rules, and regulations regarding grants.
- Work independently with an emphasis on detail.
- Effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including creating charts, establishing, and maintaining databases, utilizing list serves, calendaring systems, web sites, cloud-based systems for sharing documents and creating spreadsheets.
- Coordinate multiple initiatives while advancing a regional strategy.
- Convene and lead workforce partners outside the community college system.
- Demonstrate excellent constituency management and interpersonal skills.
- Communicate effectively both orally and in writing.
- Provide work direction and guidance to assigned staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Develop and maintain records accurately and with confidentiality.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Compile, organize and use various financial information necessary in the preparation and management of budgets.
- Analyze complex financial, statistical and narrative data.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Working Conditions (Continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

08-21-2024