

**Program Director, Customized and Corporate Training
(COF)
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Executive Director, Economic Development and Corporate Training or assigned supervisor, the Director will oversee and conduct training, curriculum development and training program planning activities related to Workforce and Economic Development training programs; and will train and manage training staff.

Example of Duties

The Director will conduct and manage activities related to workforce skills training for multiple industries within the District's service area. Duties will include:

1. Develop curriculum for short-cycle workforce training which addresses the needs of industry in the District's service area.
2. Consult and collaborate with the area businesses regarding their specific workforce needs and identifying the skill sets required for employment in the priority industries in the District's service area.
3. Deliver training to prepare participants for careers.
4. Guide and direct project staff in the execution of training programs activities. Train, develop and oversee the instructor staff/faculty.
5. Coordinate and schedule instructors and training activities ensuring availability of instructor's, classrooms, lab space, curriculum materials and training equipment.
6. Develop new workforce skills training programs to meet the changing needs of business, industry, and government, within the District service area.
7. Oversee the design, development, and implementation of training programs and initiatives. Provide technical expertise to translate industry needs and skills sets into training curriculum.
8. Participate in the selection/hiring of staff/faculty, subordinate staff; evaluate and recommend disciplinary action as appropriate; train and assign subordinate staff; and provide recommendations concerning performance and/or promotions.

Examples of Duties (continued)

9. Participate in advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries.
10. Provide basic technical assistance and faculty in-service opportunities to enhance the District's capacity to provide training.
11. Keep current on developments in the local labor market by participating in industry conferences and workshops and by reading industry publications.
12. Maintain the reporting and accountability necessary to ensure that the Workforce and Economic Development training program is in alignment with work plans from funding sources.
13. Perform other duties as assigned.

Minimum Qualifications

- A Master's Degree and two years of experience or a Bachelor's degree and four years of experience or an Associate's degree plus six years of experience.
- Degrees must be from an accredited college/university
- Experience required above must be providing training in a corporate or industrial setting.
- Demonstrated understanding of trends in corporate and industrial training.
- Demonstrated sensitivity to and understanding of the diverse, academic, socioeconomic, cultural, ethnic, and disabilities backgrounds of community college students and employees

Knowledge and Abilities

Knowledge of:

- Adult Learning Theory.
- Corporate and Industrial Training practices.
- Advantages of different training modalities.
- Workforce service providers
- Employment Training Panel Funding eligibility and regulations

Ability to:

- Demonstrate leadership abilities
- Supervise assigned staff including trainers
- Represent the district in a professional manner
- Meet schedules and timelines
- Work flexible hours, including evenings and weekends
- Understand, communicate and explain college programs and the district organization and applicable operations, policies, and procedures
- Utilize internet research, computer word processing, electronic mail, and spreadsheet programs
- Communicate effectively both orally and in writing
- Travel to meetings around the state
- Establish and maintain cooperative and helping working relations with student, staff and community agencies
- Outreach to the community to increase the amount of customized training provided
- Effectively interact with persons of diverse, socioeconomic and ethnic backgrounds
- Establish and maintain collaborative and effective working relationships with a variety of college staff and community partners

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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
2	Ability to hear and understand speech at normal levels.

4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified management position and contingent on funding.

Signatures / Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)