

**Associate Vice Chancellor, Economic and
Workforce Development
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Associate Chancellor, Economic and Workforce Development, reports directly to the Vice Chancellor, Educational Services and Student Success, and provides overall leadership in the planning, organization, administration, evaluation, and policy development for the Economic and Workforce Development programs and initiatives throughout the District. Other responsibilities will be assigned by the Vice Chancellor and may not be directly related to Economic and Workforce Development.

Examples of Duties

1. Serve as a catalytic force in formulating and implementing, collaborating and promoting career technical education and economic development throughout the District and regionally.
2. Manage, coordinate, and provide leadership for the District economic and workforce development programs and initiatives to assure the viability and legality of the programs, improve processes, maintain established academic and legislative standards, maximize the career technical education opportunities for students and facilitate economic development in the many communities served by the Kern Community College District.
3. Serve as a liaison between the District and agencies administering District-wide economic development and career technical education areas, such as: Work Experience, Workforce and Economic Development, Child Development, and Vocational Technical Education Act (VTEA).
4. Serve as the District's liaison for economic and workforce development with the California Community College system office, county, state, and federal agencies, business and industry partners, universities, and public-school partners including high schools.
5. Facilitate and coordinate the sharing of information and resources among the District's economic and workforce development programs and initiatives.

Example of Duties (continued)

6. Provide leadership and coordinate the District-wide articulation of the career technical education programs among the District's Colleges, as well as with the secondary and post-secondary institutions.
7. Assist the Colleges with planning, developing, and implementing innovative partnerships with business and industry in the communities to foster a supportive economic development environment.
8. Work with College administrators and faculty to conduct institutional research and evaluate student and program outcomes in career technical education areas.
9. Facilitate strategic planning processes in assigned areas of responsibility
10. Evaluate and recommend programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals for assigned areas of responsibility.
11. Research and analyze issues and interpret state and federal regulations and legislation impacting assigned areas of responsibility.
12. Serve as the administrator for District-wide economic and workforce development grants and categorical programs offered by the colleges. Coordinate applications for funding, reporting requirements, program audits and fund analyses. Administer budgets for assigned categorical and grant programs and services; monitor and control expenditures.
13. Serve on, chair or co-chair advisory boards and/or District or College committees as appropriate.
14. Review and recommend new and revised District Policies and Procedures as related to assigned areas of responsibility.
15. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) economic & workforce development.
16. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to economic and workforce development.
17. Represent the District at public functions as appropriate.
18. Serve as a member of the Chancellor's Cabinet.

Examples of Duties (continued)

19. File annually with the Vice Chancellor, Educational Services and Student Success, a report of activities for the year.
20. Supervise and direct assigned employees, including performance reviews.
21. Perform other duties as assigned by the Vice Chancellor, Educational Services and Student Success.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of progressively responsible experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Demonstrated success writing and managing grants.

Knowledge and Abilities

Knowledge of:

- Principles of management, supervision and training.
- Economic & workforce development instructional and program development.
- Current practices/issues in economic & workforce development.
- State and federal laws, codes and regulations affecting economic & workforce development programs.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges;

Knowledge and Abilities (continued)

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in economic & workforce development; assist in the administration of the economic & workforce development programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with vocational advisory committees, College committees, and accrediting and licensing agencies.
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Conduct institutional research, prepare and administer grants.
- Effectively represent the District in the community.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
- 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
Occasional—25-50 percent = 2

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

Working Conditions (continued)

Ratings	Essential Physical Requirements
3	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 an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

01-27-2025