

**Dean of Economic and  
Workforce Development  
District Office  
Kern Community College District**

## **Definition**

The Dean, Economic and Workforce Development, reports directly to the Associate Vice Chancellor, Economic and Workforce Development, and provides guidance, support, planning, organization, evaluation and implementation of Economic and Workforce Development programs and initiatives. This position serves as chairperson of the Central Valley/Mother Lode Regional Consortium (CVMLRC) and manages the activities, projects, grants, and sub grants associated with the CVMLRC as part of the economic and workforce development framework of the California Community Colleges Chancellor's Office (CCCCO). This position provides technical assistance to regional colleges and fiscal oversight of regional and statewide grants awarded to the CVMLRC and works closely with the CVMLRC steering committee, Key Talent, Related Technical Assistance Providers, Kern Community College District (KCCD), KCCD senior leadership, and other stakeholders, in cooperation with campus CEOs and CIOs, to facilitate regional and statewide collaboration between colleges, industry and other stakeholders to meet regional and statewide workforce development needs. Other responsibilities will be assigned by the Associate Vice Chancellor or Chancellor and may not be directly related to Economic and Workforce Development.

## **Examples of Duties**

1. Provides leadership for the CVMLRC through planning, developing, organizing, coordination, leadership, and facilitation of activities on behalf of the CVMLRC leadership group, Key Talent, Technical Assistance (TA) Providers, CEOs, CIOs, deans, directors, and other regional stakeholders to develop and implement regional goals, objectives, and strategies associated with the CCCCCO's statewide economic and workforce development mission and vision.
2. Convenes, coordinates, connects, and collaborates with the region's workforce and economic development networks and college leadership to ensure that every community college in the region is aware of opportunities to participate in regional activities, regional decision-making processes and regional investment of resources.
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 with the Statewide and Regional Directors to facilitate connections between regional businesses, industries, labor organizations and college programs.

5. Cultivate regional 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 regional projects that affect Common Metrics and Accountability Measures and meet the labor market needs of regional priority and emergent sectors.
7. In collaboration with the regional steering committee, establish an effective process to help validate the need for new programs, avoid unnecessary duplication of programs, and ensure labor market demand/supply equilibrium.
8. Manage consortium logistics, collaboration tools, and communication between member colleges to provide relevant information concerning consortium activities.
9. Manages and participates in required functions of the CVMLRC including the regional Career Education (CE) curriculum approval process as outlined in the CCCCO's Program and Course Approval Handbook (PCAH).
10. Interprets and ensures compliance with state and federal labor laws, IRS regulations, and Ed Code, Title 5, and KCCD rules and processes with regard to the use of employees and contractors.
11. Develops and maintains website and all required minutes, contact information, correspondence, notes and resource and organizational structure documents in a method that is transparent and available to all members.
12. Facilitates the evaluation and review of progress in meeting strategic plan objectives.
13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
14. Manages fiscal and administrative duties associated with the procurement and management of grants and other funding sources to support regional and statewide work related to workforce development.
15. Seeks funding for employing the necessary support services required to successfully execute CVMLRC's responsibilities and work plans.
16. Seeks the recovery of KCCD's direct and indirect costs associated with supporting regional and statewide workforce development efforts by monitoring expenditure of grant funds by working with KCCD's Grant Office.
17. Travels to and participates in regional, state, and national meetings.
18. Represents the CVMLRC at required meetings.
19. File annually with the Associate Vice Chancellor, Economic and Workforce Development, a report of activities for the year.

20. Supervise and direct assigned employees, including performance reviews.
21. Perform other duties as assigned by the Associate Vice Chancellor, Economic and Workforce Development.

## **Minimum Qualifications**

### **Minimum:**

- Master's Degree from an accredited college/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.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Desired:**

- Master's Degree in business, communications, educational leadership or related field.
- Experience within a Community College.
- Experience leading and managing multiple initiatives in an educational setting.
- Experience with Career and Technical Education, Workforce Development and/or Economic Development programs and organizations.
- Experience working with grants.
- Experience developing curriculum and working with the approval process.
- Proficiency in Microsoft Office.

## **Knowledge and Abilities**

### **Knowledge of:**

- State and federal laws, codes, regulations practices, and issues affecting economic & workforce development programs.
- Economic & 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.
- Communicating effectively with individual and groups within the campus community as well as external audiences.
- Providing work direction and guidance to others.
- Gathering and analyzing data and making relevant recommendations based on that analysis.
- Mission of comprehensive community colleges.

### **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.
- Establish and maintain effective working relationships.
- 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.
- Analyze and research data and prepare clear and concise reports and recommendations.
- 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; make required mathematical calculations accurately.
- Make public presentations.
- Develop and maintain records accurately and with confidentiality.
- Compile, organize and use various financial information necessary in the

- preparation and management of budgets.
- Analyze complex financial, statistical and narrative data.
- Prepare comprehensive, clear and concise reports and recommendations.

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

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

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(Employee's Signature)

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(Date)

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(Supervisor's Signature)

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(Date)