

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Associate Director, Business and Workforce

**Department:** Business and Workforce

**Location:** San Jose City College

**Date:** August 29, 2018

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**POSITION PURPOSE**

Under general direction of a Vice President and in conjunction with the Dean of Business and Workforce or assigned administrator, the Associate Director of Business and Workforce provides vision, leadership, and administrative oversight for the Business and Workforce educational programs. Areas of program responsibilities assigned may include Accounting, Business Administration, Real Estate, Medical Assisting, Dental Assisting, Computer Information Technology Pathways, Career Technology Education, Work Experience, and Directed Study. The position manages, leads and coordinates the programs and serves as the liaison with external partners in business, education, government and non-profit agencies. The position supports the college's mission of creating career pathways for students in the Business and Workforce division.

**NATURE AND SCOPE**

The Associate Director of Business and Workforce is a leadership position designed with the requirement that the individual be capable of working independently to resolve management, programmatic, fiscal, marketing, and administrative matters and to implement grants provisions, advisory board member participation, faculty engagement and job development and training for students. The position collaborates with faculty, staff, outreach personnel, and job developer in assigned area and meets regularly with the Vice President of Strategic Partnerships and Workforce Innovation and other college administrators to support the daily operation of the program.

**KEY DUTIES and RESPONSIBILITIES**

1. Assist the Vice President in long-range planning to meet Business and Workforce program and funding goals; support, prioritize and coordinate interdepartmental needs.
2. Lead grants and resource development by identifying appropriate funding opportunities, state and federal requests for proposal or solicitations as well as community resources aligned with Business and Workforce programs.
3. Create, maintain and monitor the Business and Workforce operational and grant funded budgets; provide on-going indirect oversight of budget in absence of the Vice President.
4. Identify and develop resources and provide operational leadership to carry out the day-to-day of Computer Information Systems (CIS) special program operations.
5. Develop strategies and operational plans to ensure program growth including the implementation of new course offerings, programs, and services.
6. Build partnerships with industry employers to form agreements, contracts, budgets, workshops, internships and other support activities to deliver the best student experience.
7. Work with the Director of Marketing to promote proposed and offered curricula, branding and event support planning, such as cohort launches, and information and introduction days.

8. Prepare and administer grant budgets and monitor operations budget spending; support funding initiatives; prepare justifications and recommendations; supervise expenditures and control budget; and assure maintenance of documentation and compliance related to the grants.
9. Lead and prepare bi-monthly team meetings; prepare semi-annual procedures manual, reports and program updates; evaluate and revise procedures for efficiency and effectiveness.
10. Market/promote program while establishing effective working relationships with educational partners, community stakeholders, local government, civic business/industry and other educational groups in the service area.
11. Initiate and maintain community engagement activities to develop local support for town halls, employer advisory boards and student skills development.
12. Participate in local, regional and state activities to promote the Business and Workforce program.
13. Maintain program communication to support students through the program life cycle from enrollment, graduation, mentorship, academic growth and/or employment opportunities.
14. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Pertinent federal, state and local laws, codes and regulations that governs higher education and student services for California Community Colleges.
2. Title IX regulations.
3. Computer Information Technology Industry.
4. District policies, procedure and college programs.
5. Principles and practices of marketing and promotion.
6. Budget preparation and control.
7. Funding and budget methods and regulations regarding the use of funds.
8. Interpersonal communication skills using tact, patience, and courtesy.
9. Principles of supervision, training and performance evaluation.

### **Skills and Abilities to:**

1. Plan, organize, develop, and evaluate the programs, activities, and services that meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.

4. Present a positive image of the College in the community.
5. Knowledge of grant management.
6. Develop, grow, and maintain partnership with external organizations.
7. Recruit, train, supervise, and evaluate personnel.
8. Operate a computer terminal to enter data, maintain records and generate reports.
9. Plan and organize work to meet schedules and time lines.
10. Work independently with little direction.

**Education and Experience:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Bachelor's degree from an accredited institution; Master's degree preferred.
3. Five years of experience with a comprehensive administrative assignment that includes the management of people, budget, and facilities.

**Working Conditions:**

1. Typical office environment.

Approved: 8/28/18  
Salary Range: M-26  
EEO Category: 2B1 Executive/Administrative/Managerial