

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

Position: Associate Director, Workforce Institute

Department: Workforce Institute

Location: District Office

Date: November 9, 2016

POSITION PURPOSE

Under direction of the Executive Director of Workforce Institute or assigned administrator, plan, organize administer, develop, and evaluate the programs, projects, activities of assigned strategic grants and initiatives, and develop potential revenue and funding opportunities. Coordinate interdepartmental requirements for to ensure grant and regulations compliance, special projects funding sustainability, and program support.

KEY DUTIES and RESPONSIBILITIES

1. Assist Executive Director in long-range planning to meet Workforce Institute program and funding goals; support, prioritize and coordinate interdepartmental needs.
2. Lead grants and resource development by way of identifying appropriate funding opportunities, state and federal requests for proposal (RFP) or solicitations as well as private foundations resources aligned with Workforce Institute programs.
3. Oversee central grants management of direct state, federal and privately funded programs; including fiscal, data and other reports prepared and submitted for review in a timely manner.
4. Analyze, organize and direct Workforce Institute grant and special project operations; evaluate and revise procedures for efficiency and effectiveness.
5. Conduct research of labor market and community demographics, training and employment needs in the local areas for resource and grant development.
6. Create, maintain and monitor the Workforce Institute operational and grant funded budgets and facilities; provide on-going indirect oversight of total Workforce Institute budget and direct oversight in absence of the Executive Director.
7. Develop or enhance community partnerships to determine needs for new courses and programs, create funding opportunities, and establish advisory committees as appropriate.
8. Oversee and participate in identifying local/regional training and professional development needs of the labor market for community partners.
9. Facilitate partnerships between the Workforce Institute and adult schools, high schools, community colleges, four-year transfer institutions, non-profits and workforce development organizations.
10. Analyze and determine internal and external customer service requirements based on changing contract or grant required demands and Workforce Institute standards and goals.
11. Coordinate and assist with design, implementation and updating of the grant related management information systems; investigate available technology and determine short and long-range hardware and software needs with input from the ITSS and other team members.

12. Oversee inventory control including the purchase, lease, security, and maintenance of equipment in grant and special project areas.
13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, and discipline personnel according to established policies and procedures.
14. Ensure the schedules of special grant funded courses, programs, and workshops meet the needs of the community, and the timeliness and accuracy of the schedules, catalog information, and program information.
15. Stay abreast of trends in legislation and in the training field to assure competitiveness and financial viability.
16. Perform other duties related to the job classification.

EMPLOYMENT STANDARDS

Knowledge:

1. Grant and resource development standards and successful development of grant funding proposals.
2. Entrepreneurial management methods to assure profitability.
3. Operation of a computer terminal and data entry techniques.
4. Policies and objectives of assigned program and activities.
5. Principles and practices of supervision and training.
6. Budget preparation and control.

Skills and Abilities:

1. Interpersonal skills using tact, patience and courtesy.
2. Communicate effectively both orally and in writing.
3. Compile and verify data and prepare reports.
4. Operate a computer terminal to enter data, maintain records and generate reports.
5. Prioritize and schedule work.
6. Train, supervise and evaluate personnel.
7. Maintain current knowledge of program rules, regulations, requirements and restrictions.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.

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 in Business Administration or related field.
3. Three years' experience in the supervision of staff involved in sales, consulting, training or a related activity.

Board Approved: 11/8/16

Revised: 7/08 (title change); 4/09 (education and experience); 9/16 (duties change)

Salary Range: M26

EEO-Category: 2B1- Executive/Managerial