Director, Workforce Development Center

FLSA Status: Exempt
Pay Grade: 20
Job Title ID: 202501
Job Series/Job Family: Workforce Education & Business Development Series / C.E. Workforce Development Center Family

Reports To

Executive Dean, Continuing Education (C.E.)

Job Purpose

To manage the operations of the Continuing Education (C.E.) Workforce Development Center including the Health Professions Institute, High Tech Institute, and Business and Industry Institute within the ACC Continuing Education Department; oversee the development and delivery of all continuing education (non-credit) workforce courses and programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees all aspects of the C.E. Workforce Development Center services and activities. Ensures the functional and fiscal success of programs.
2. Hires, supervises, trains, and evaluates staff; ensures mandatory staff professional education is completed; supports additional professional development for staff.
3. Oversees all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; approves all expenditures related to the daily operation of the department; manages program income and expenses; ensures that program instructor payroll is completed in a timely manner.
4. Acts as Grant Director for all grant projects in assigned program areas including assisting in drafting grant applications, hiring and supervising grant staff, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
5. Ensures that policies and procedures are in place and maintained regarding the delivery of courses and programs in assigned program areas, including but not limited to procedures for state reimbursement, college accreditation, external student funding sources, industry specific accrediting agencies, local workforce industry partners, and continuing education partnerships.
6. Acts as a department representative by collaborating with internal ACC departments, external workforce development entities, and industry representatives to address current and emerging workforce education needs within the College's service area; directs the development of new courses and/or programs as needs are identified.
7. Collaborates with Continuing Education leadership in relation to strategic planning, marketing efforts, and process improvement
8. Oversees the development of course schedules and class scheduling for each semester.
9. May coordinate workforce continuing education programs as needed, including: program development; scheduling; hiring of instructors; program and instructor evaluation; and other duties associated with program delivery.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Workforce Development services and activities.
- Grant project management.
- Processes and procedures in relation to course and program delivery.
- Course schedule development.
- College accreditation and state reimbursement.
- External student funding sources.
- Budget development and expense control.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Managing the day to day operations of a workforce development center.
- Overseeing grant project activities in assigned program areas.
- Partnering with internal and external parties to address workforce education needs.
- Collaborating with relevant leadership regarding strategic planning, marketing, and process improvements.
- Developing course schedules.
- Overseeing fiscal processes including annual budget and expenses.
- Effectively leading, supervising, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 40 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is performed in a standard office environment.

Work Experience

Required

- Three years workforce education work experience, including administration of training programs, and including two years supervisory experience in workforce education.

Preferred

- Industry sales and/or marketing background. Working knowledge of local and/or regional industries and companies. Experience working in a community college setting in health sciences, information technology, business and industry development or other C.E. Workforce Development areas. Experience with health care programming preferred. Prefer more than three years workforce education work experience and more than two years supervisory experience in workforce education.

Education

Required

- Master's degree in education, health sciences, business, or related workforce field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.