

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Economic and Workforce Development	Management Team Educational Administrator	Range: 13.5 Days: 224

JOB DESCRIPTION:

Under direction, has managerial responsibilities for Work Experience education, inclusive of internships, occupational and general programs; Community Involvement; all Apprenticeship programs; International Education; Contract Education; Economic Development Institute; community, industry, and business-related economic development partnerships and programs; Small Business Development Center and Sawyer Center; President's Advisory Council for Economic and Workforce Development; as well as related economic development programs of the District.

SCOPE:

The Director, Economic and Workforce Development, assumes managerial responsibility and provides day-to-day supervision of all sites, including interpretation and implementation of policies and procedures, selection and evaluation of faculty, management and classified staff, curriculum development, scheduling of classes, and program budget development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Directs college's program of Work Experience education, including general and occupational Work Experience and Internships.
2. Supervises and oversees the college's program of Community Involvement, including Service Learning.
3. Implements policies and procedures related to college instructional departments.
4. Coordinates Apprenticeship education programs in cooperation with community apprenticeship education committees and oversees development of curriculum for Related and Supplemental Instruction.
5. Supervises Contract Education, including customized training for business clients and specialized training through the Employment Training Panel.
6. Coordinates International Education, specifically regarding Study Abroad, Work Abroad, faculty exchange, and in-bound foreign student group services.
7. Directs the Economic Development Institute, including coordination of support activities to SRJC departments; implementation of economic development training for staff and faculty; oversight and coordination of conferences, forums and other activities related to economic development; promotion of cooperation and learning among all SRJC faculty in the areas of economic development and workforce training; creation of economic development partnerships with community organizations,

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- businesses, industry associations, and employers. Coordinates meetings and activities of the President's Advisory Council for Economic and Workforce Development.
8. Supervises the Director, Redwood Empire Small Business Development Center, in providing services, training, and support to the region's small business community.
 9. Develops and manages expenditures and related budgets for assigned District programs.
 10. Initiates, coordinates, and supervises partnerships with local and regional businesses, industry associations, community organizations, and employers to promote economic development and workforce training.
 11. Working in cooperation with academic departments, develops and delivers courses and training to improve business and workforce education.
 12. Represents the college as liaison to the Chancellor's Office Departments for Economic and Workforce Development.
 13. Coordinates with the Dean, Continuing Education and Strategic Program Development, to create courses, workshops, and programs to serve the regional business community.
 14. Supervises and participates in the hiring, supervision, and evaluation of faculty, management personnel, classified staff, and student employees.
 15. Oversees the supervision of student employees.
 16. Organizes and develops curriculum; creates courses for Apprenticeship Related and Supplemental Instruction.
 17. Acts as liaison with Student, Administrative, and Business Services, as appropriate.
 18. Serves as co-chair and education coordinator for the Chancellor's Statewide Advisory Committee for Work-based Learning and Employment Services.
 19. Serves as a member of standing and ad hoc committees as assigned.
 20. Receives, reviews, and facilitates resolution of student, faculty, and staff complaints.
 21. Represents the District in appropriate local, regional, and state-wide meetings and committees.
 22. Performs other duties as assigned.

KNOWLEDGE OF:

1. Community college curriculum and the promotion and development of instructional programs.
2. Planning, budgeting and staffing.
3. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

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4. Management skills, including planning and development, staffing, supervision, budgeting and accounting procedures, outreach and promotion.
5. Interpreting and enforcing faculty and classified collective bargaining contracts.
6. Program review and evaluation processes.

ABILITY TO:

1. Plan, organize, direct and supervise a wide variety of programs at the same time, including the supervision of staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Communicate clearly, both orally and in writing.
4. Manage a multi-faceted budget serving both on-campus and off-campus programs and services.
5. Demonstrate sensitivity to, and respect for, a diverse population.
6. Work within an academic system.
7. Interpret and communicate complex policies and procedures.

QUALIFICATIONS:

Education:

Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year formal training, internship or leadership experience reasonably related to administrative assignment.

SUPERVISION RECEIVED:

The Director, Economic and Workforce Development, reports to the Dean, Occupational Education and Economic Development.

SUPERVISION EXERCISED:

The Director supervises all personnel within assigned programs. Provides direct management of Work Experience Education, Community Involvement, Contract Education, Apprenticeship, International Education, Economic Development Institute, community, industry, and business related economic development partnerships and programs, President's Advisory Council for Economic and Workforce Development, Redwood Empire Small Business Development Center, Employment Training Panel and related economic development programs including supervision of management, faculty and classified staff.

Board Approved: November 14, 2006
