

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ASSISTANT MANAGER, WORKFORCE DEVELOPMENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

This is a full-time categorically funded position and is contingent upon the availability of funds and 'life of the grant'.

SUMMARY DESCRIPTION

Under the direction of the Workforce Development Manager, the Assistant Manager, Workforce Development assists in managing contract requirements for each Workforce Training grant received by the Professional Development Center (PDC). This position serves as a liaison between the program and the general public, students, staff, district and community officials; maintains grant fiscal accounts and budget expenses; schedules classes, tracks performance and financial data and prepares appropriate reports to internal audiences and external agencies as requested.

Representative Duties

The following duties are typical for this classification.

1. Coordinates off site instruction and the scheduling of instructors; responsible for registration, account management, grant specific paperwork, and use of facilities to deliver the required instruction; completes and coordinates staff appointments.
2. Recruits businesses and students that will participate in workforce training projects by promoting and marketing available programs and services through presentations, brochures, correspondence, and other methods.
3. Assists the Workforce Development Manager in the preparation and submission of grant proposals by editing draft proposals and budgets, preparing required attachments and supporting documentation, and other tasks as necessary for successful grant submission.
4. Develops procedures to ensure that the program operations and activities are in compliance with District policies and grant specifications and are in alignment with grant objectives and departmental guidelines.
5. Maintains operational, financial, and related records required by granting agencies and prepares reports for grant funded projects as required.
6. Monitors program budgets to ensure income and expenditures are consistent with projections. Oversees the collection of accounts and maintenance of accurate financial records.
7. Attends various local and/or state agency meetings as mandated by grant assignment; may travel to employer sites, WIB agencies, and non-profit organizations.
8. Handles a variety of administrative tasks such as composing correspondence; ordering materials, supplies, and services; responding to telephone calls, e-mail, and office correspondence; runs a variety of errands to support day-to-day operations.
9. Collects, researches, verifies, records, analyzes, and summarizes information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes, reviews, and verifies forms and reports for completeness and conformance with established regulations and procedures.
10. Compiles data for grant reports according to State, Federal, District and grant specifications and guidelines; develops accounts, new line items, and object codes according to grant objectives,

guidelines and specifications.

11. Utilizes various computer applications and software packages; inputs, updates, corrects, and extracts information; maintains and generates database reports.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of economic and workforce development programs.
Principles, procedures, objectives, and practices related to community college programs and services.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Principles and practices used to establish and maintain files and information retrieval systems
Pertinent federal, state, and local laws, codes, and regulations relating to Employment Training Panel (ETP), Rapid Training Fund (RTF), Workforce Investment Act (WIA) and miscellaneous workforce grant funded projects.

Ability to:

Oversee and participate in the management of a comprehensive economic and workforce development program.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Exercise initiative and mature judgment
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Plan and organize work to meet challenging priorities and deadlines.
Maintain confidential, complex, and interrelated files and records.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

Two years of experience in Economic Development, Community Education, Sales and Marketing or Corporate Education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: September 15, 2011

Range: 4