

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGER, WORKFORCE DEVELOPMENT, PDC

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.

SUMMARY DESCRIPTION

Under the direction of the Director of Workforce Development, the Workforce Development Manager position is responsible for managing the contract development, marketing and delivery of fee-based training programs, seminars, workshops and the customized contract education (not-for-credit) programs offered through the Professional Development Center (PDC). This position requires the successful management of multiple programs including Employment Training Panel (ETP), State Chancellor grants such as the Rapid Training Fund (RTF) and Industry Driven Regional Collaboratives (IDRC), Workforce Development Department (WDD) projects, Department of Labor (DOL) grants. Along with other State funded contracts while simultaneously determining the workforce training needs of public and private sector employers in the geographical service area of the District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Ascertains the workforce training needs of the public and private sector employers in the geographical service area of the District by outreaching to the business community and working closely with various business sectors and industrial clusters.
2. Provides outreach to the business community and works closely in responding to the training needs of the employers in the geographical service area.
3. Researches, develops and submits training and grant proposals in order to secure funding and to offer workforce development programs and services to the regional employers.
4. Manages the grant funded programs, services and budget accounts.
5. Manages the marketing efforts and recruitment of incumbent workers and other training participants for the short-term grant funded and fee-based customized education (credit and not- for-credit) programs.
6. Manages the delivery of all training programs and student support services for programs offered at the PDC and at the employer or community site.
7. Provides supervision for the trainers and clerical support staff directly related to the Workforce Development programs offered through the PDC.
8. Manages the registration, fee collection, records management and the account management functions for the training programs offered.
9. Generates adequate funds through contracts and grants to fully support the continuation of the program and other direct and indirect expenses related to the fee-based training and customized contract education programs.

10. Prepares, monitors and recommends budgets for training programs and grant projects.
11. Plans, implements, and maintains compliance with the work-plan objectives, activities and deadlines of all federal and state grants received. Provides all quarterly and annual narrative reports.
12. Serves as the District representative to all required local, regional and state-wide committees as appropriate.
13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
14. 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 a contract education program.
Principles and practices of administering and monitoring grants.
Grant regulations and requirements including restrictions and financial reporting requirements.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration. Principles and practices of project management.
Principles of supervision, training, and performance evaluation.
Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Program.
Workforce training programs in a public college environment.
Principles and practices in the development and implementation of marketing strategies. Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.
Methods and techniques of data collection, research and report preparation.
Principles and procedures of record keeping.

Ability to:

Oversee and participate in the management of a comprehensive contract education program. Plan and organize seminars, training, and activities.
Create and maintain project budget from overall financial plans through the use of computer base spreadsheets.
Oversee, direct, and coordinate the work of lower level staff and participate in the selection, 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.
Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.
Prepare and present comprehensive, concise, clear oral and written reports and presentations. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
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 grant management functions and operations.
Plan and organize work to meet changing priorities and deadlines.
Communicate clearly and concise, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

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

Required Experience:

Three (3) years of increasingly responsible full-time work experience in economic and workforce development programs, including two (2) years of related project/program management, administrative and supervisory responsibility.

Special Requirements:

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a valid California Driver's License.

Preferred Experience:

1. Experience in managing grant funded training programs.
2. Experience in the development and coordination of Employment Training Panel (ETP) programs, grants from the state chancellors' office, and other state and federal grant funded projects offered at community colleges.
3. Experience in working with the Workforce Investment Board (WIB) and/or the Workforce Development Department (WDD).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the general function of this job. Reasonable accommodation 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.

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Range: 10