



## Director, Special Programs and Workforce Development

Management Range: 18

Board Approved: 0/12/23

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*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.*

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Director, Special Programs and Workforce Development is responsible for the supervision, development, and implementation of special funded programs and Workforce Development for students across the District. This position is responsible for performing a variety of coordination and supervisory duties related to the development and provisions of appropriate educational and support services to support the campuses and students participating in Special Programs, which may include, Workforce Development, the CalWORKs (California Work Opportunity and responsibility to Kids) program, and the WorkAbility Workforce Development Program.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides leadership and administrative direction, organization, and development of the college's WorkAbility Workforce Development Program, and all other special funded programs.
2. Develops program plans, program objectives, policies and procedures to assure consistency with the mission of the college and the District.
3. Develops, implements, and evaluates a comprehensive Workforce Development Plan and program which supports the District's commitment to preparing students for professional success and helping them launch their careers.
4. Plans, organizes, and coordinates the recruitment of potential SBCCD students and facilitates student admission into appropriate special funded programs.
5. Supports and collaborates with College Administrators, counselors, Job Developers, the Transitional Assistance Department and the Department of Vocational Rehabilitation to ensure that the job placement matches the student's educational plans and employment objectives.
6. Represents the program(s) or campuses at meetings, conferences, and training programs related to employment and work search programs.
7. Assures compliance with district policies, federal state, and local laws, codes, and regulations in relation to assigned programs; prepares and submits related reports to stakeholders.
8. Coordinates special funded programs and collaborates with college departments and programs such as Career Services, EOPS/CARE, Tutorial Services, SAS, and Financial Aid, and with public and private agencies serving CalWORKs and WorkAbility III students.
9. Provide guidance for internal and external program audits and reviews.
10. Serves as the District liaison to the County Services, CalWORKs/TANF, Department of Vocational Rehabilitation, and Workforce Development Departments in the development of job training programs.
11. Manages budgets for areas of assignment and responsibility and serves as categorical fund manager for all grants procured and managed within assigned programs.



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12. Develops and generates statistical data and reports for the completion of annual and program reports as required by the funding agencies.
13. Coordinates the reporting of employment statistics, as required by the Department of Education.
14. Collaborates with local businesses, Chambers or Commerce, and Workforce Development Agencies regarding employer satisfaction assessments.
15. Develops understanding of the unique needs within the various academic programs; prioritizes and directs initiatives to implement programs and resources to support student needs in collaboration with faculty, department chairs, academic deans.
16. Oversees the hiring of hourly support staff adhering to District employment policies.
17. Stays current on changing economic and labor conditions, as well as industry trends in state region, national and global.
18. Maintain current knowledge of procedures, regulations, and laws related to areas supervised.
19. Supervise, direct and trains assigned staff.
20. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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*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 the CalWORKs and WorkAbility Workforce Development programs.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Current career development theory, student development theory, job search methods, resume writing, and interviewing skills.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to job placement.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive job development and placement 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.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.



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- 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 job development and placement 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.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Master's degree from an accredited college or university in education, counseling, psychology, social work, or a closely related field.

#### **Experience:**

Three (3) years of experience in program and job development, including job placement with state, county, and city agencies and one (1) year of administrative and supervisory responsibility.

#### **Desirable Qualifications:**

1. Experience working in the California Community College System

### **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