

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR/WORKFORCE EDUCATION**

GENERAL RESPONSIBILITIES

Responsible to the Executive Vice Chancellor of Human Resources and Educational Services for the direction of the district's workforce education programs and services in accordance with the mission of the District; plans, develops and implements strategies for achieving District goals and objectives as they relate to occupational workforce education; and performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

PROFESSIONAL RELATIONS

Serves as an active member of state-wide, regional or local committees representing the District as appropriate; responsible for compliance regarding program guidelines, contract regulations and other issues affecting workforce development programs; serves on District committees and councils; works with vocational programs to develop and maintain active and strong advisory committees; works with college administration, faculty and staff to promote workforce education programs, and, coordinates activities with the district's economic development programs.

BUDGET

Prepares, monitors and administers an annual department budget, and assures the maintenance of adequate financial records. Responsible for budget development, management and financial transactions as required including those required for special projects.

PROGRAM DEVELOPMENT AND IMPLEMENTATION

Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor as they affect workforce education activities; works with other district and college officials to plan, develop and implement programs with business and industry; administers the development of grant applications related to workforce education; gathers and compiles data necessary for grant applications and to satisfy accountability requirements; plans, develops and maintains the District's compliance with appropriate state and federal regulations and policies related to workforce development programs; and, researches and prepares a wide variety of regular and special reports related to workforce education programs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR/WORKFORCE EDUCATION (continued)**

OTHER PROFESSIONAL RESPONSIBILITIES

Maintains current knowledge of federal and state legislation effecting workforce education; federal state and local regulations and efforts effecting workforce education programs; economic trends and labor market conditions; public and private fund sources for workforce education; related policies and procedures for the District. Belongs to appropriate professional organizations; participates in community activities related to areas of responsibility.

ESSENTIAL FUNCTIONS

- A. Responsible for District-wide planning, development, implementation and administration of workforce education, and occupational programs and services.
- B. Administers the development of grant applications for selected workforce education programs.
- C. Serves as the District's liaison with the appropriate federal, state and local agencies on occupational education and workplace development programs.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a master's degree in a related field or equivalent, three years of directly related experience in the management of vocational education, contract education or other economic development programs.

Required Skills: Thorough knowledge of: federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit.

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