

# CLASSIFICATION SPECIFICATION

## Workforce Development and Community Education Operations Manager

FT/PT Class Code: 3039, 3539      Pay Grade: B/C 20      FLSA: Exempt      Rev. 07/01/15

***SUMMARY STATEMENT:*** An incumbent supports the Director of Workforce Development and Community Education by providing leadership and management for staff and activities, including budget administration for conducting performance-based training programs and tuition based programs through grants and contracts with private and public agencies.

### **NATURE AND SCOPE:**

A class incumbent typically reports to an administrative supervisor and supervises subordinate personnel. A significant aspect of this work is budget administration, department-wide program development, and department-wide resource sharing.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides leadership and management for staff and activities and/or events in the Workforce Development and Community Education Division. Administers the operational budget and coordinates fiscal operations and accounting for assigned Workforce Development and Community Education units.
2. Selects, trains, and supervises a team of instructors, educational training specialists, counselors, program managers, program developers, and support staff.
3. Oversees multiple training programs.
4. Researches current trends in continuing education. Coordinates the development of new certificate programs and course offerings to include identifying potential partners, negotiating with potential vendors as well as locating potential funding sources.
5. Secures contracts from private and public sector agencies to support the mission of the department.
6. Implements and supervises program and class evaluation process to ensure program certification and/or funding.
7. Oversees department marketing functions, including fostering community relationships and building awareness of programming to area businesses, industries, community agencies, local government, etc.
8. Facilitates the design of professional development and training activities for department and division staff.
9. Interacts with campus and Collegewide divisions to capitalize on the range of opportunities for program growth and customer satisfaction.

**PRINCIPAL ACCOUNTABILITIES, cont'd:**

10. Provides leadership for assigned Workforce Development and Community College campus events.
11. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of College and campus operations, policies, practices, and procedures.
- ◇ Knowledge of budget administration.
- ◇ Knowledge of management and supervision.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Skill in planning and organizing.
- ◇ Ability to communicate effectively orally and in writing.
- ◇ Ability to be creative.
- ◇ Ability to establish and maintain effective working relationships with the community and other College staff.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field.
- ◇ Five (5) years of relevant experience, including management and supervision; or equivalent additional years of education.