

**Associate Vice Chancellor,
Chief Economic and
Workforce Development
Officer
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

The Associate Vice Chancellor, Chief Economic and Workforce Development Officer, reports directly to the Vice Chancellor, Educational Services, and provides overall leadership in the planning, organization, administration, evaluation, policy development, and implementation for the Economic and Workforce Development programs and initiatives throughout the District. Other responsibilities will be assigned by the Vice Chancellor or Chancellor and may not be directly related to Economic and Workforce Development.

Example of Duties

1. Serve as a catalytic force in formulating and implementing, collaborating, promoting, and implementing Career and Technical Education and economic development throughout the District and regionally.
2. Manage, coordinate, and provide leadership for the District economic and workforce development programs and initiatives to assure the viability and legality of the programs, improve processes, maintain established academic and legislative standards, maximize the Career and Technical Education Opportunities for students and facilitate economic development in the many communities served by the Kern Community College District.
3. Serve as a liaison between the District and agencies administering District-wide economic development and Career and Technical Education areas, such as: Work Experience, Workforce and Economic Development, Child Development, and Vocational Technical Education Act (VTEA).
4. Provide leadership, support, and service to KCCD's colleges, as well as to state and local community and economic development leaders, in workforce development initiatives for the major purpose of attracting new business/industry and/or expanding current business/industry.

Examples of Duties (continued)

5. Serve as the District's liaison officer for economic and workforce development with the California Community College system office, county, state, and federal agencies, business and industry partners, high schools, universities, and all public school partners.
6. Serve as the Chief Administrator for the district-wide Adult Education consortium. Consortium includes all high school districts, all county offices of superintendent of schools, Workforce Investment Board, California Department of Employment Development Department, community-based organizations, and other education and training providers. As chair of the Consortium, oversee and direct planning, fiscal, and programmatic oversight for all adult education services provided within KCCCD district consortium. Hire and direct staff with direct reporting responsibility and work with all educational districts to ensure appropriate program and fiscal compliance. Plan and conduct meetings, oversee preparation of reports, implement professional development and facilitate communication among high school district administrators.
7. Serve as the administrator for District-wide economic and workforce development grants and categorical programs offered by the colleges. Coordinate applications for funding, reporting requirements, program audits and fund analyses. Administer budgets for assigned categorical and grant programs and services; monitor and control expenditures.
8. Provide leadership of district economic and workforce development areas to include: small business development, corporate services, 21st Century Clean Energy Center, Performance Improvement Institute, workforce services, continuing education, and all contract training. Hire and direct Program Managers with oversight of each area as appropriate.
9. Serve as the district administrator for various state and national grants on behalf of various regional educational institutions, including the district's colleges and various high school districts within the region. Provide program and fiscal oversight and implementation. Hire and direct Program Managers and other program staff as appropriate. Work with various educational district administrators to provide oversight of regional projects.
10. Serve as the district administrator responsible for ensuring compliance with local, state, and federal policies, related to Career and Technical Education.
11. Accountable for preparing regular reports that identify current demand for occupations within KCCCD's workforce sectors.
12. Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff.

Examples of Duties (continued)

13. Provide leadership and coordinate the District-wide articulation and dual enrollment of the Career and Technical Education programs among the District's Colleges, as well as with the secondary and post-secondary institutions.
14. In collaboration with the colleges, serve as the central point of contact for private or public entity seeking information, resources and solutions for workforce training, job development and creation or business expansion.
15. Coordinate with College administrators and faculty to conduct institutional research and evaluate student and program outcomes in Career and Technical Education areas.
16. Administrative responsibility leading district-wide strategic planning processes for all CTE funded programs.
17. Evaluate and recommend Career and Technical Education programs, standards, policies, and procedures within the parameters of state and federal laws to meet District goals.
18. Development of community workforce programs that serve underserved populations through innovative practices to achieve the goals of the Board.
19. Research and analyze issues and interpret state and federal regulations and legislation impacting assigned areas of responsibility.
20. Serve on, chair or co-chair advisory boards and/or District or College committees as appropriate.
21. Review and recommended new and revised District Policies and Procedures as related to assigned areas of responsibility.
22. Prepare agenda items for the Board of Trustees, which relate to (a) general District policy recommendations and (b) economic & workforce development.
23. Initiate, plan, organize, and conduct meetings, seminars, and training programs relating to economic and workforce development.
24. Represent the District at public functions as appropriate.
25. Serve as a member of the Chancellor's Cabinet.
26. File annually with the Vice Chancellor, Educational Services, a report of activities for the year.

Examples of Duties (continued)

27. Supervise and direct assigned employees, including performance reviews.

28. Perform other duties as assigned by the Vice Chancellor, Educational Services.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of progressively responsible experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Demonstrated success writing and managing grants.

Knowledge and Abilities

Knowledge of:

- Principles of management, supervision and training.
- Economic & workforce development instructional and program development.
- Current practices/issues in economic & workforce development.
- State and federal laws, codes and regulations affecting economic & workforce development programs.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges;

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.

Knowledge and Abilities (continued)

- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in economic & workforce development; assist in the administration of the economic & workforce development programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with vocational advisory committees, College committees, and accrediting and licensing agencies.
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Conduct institutional research, and to prepare and administer grants.
- Effectively represent the District in the community.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

8/22/08