

**Director, Clean Energy Center
District Office
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Associate Chancellor, Economic and Workforce Development, the Director, Clean Energy Center will provide strategic leadership and administrative oversight for the Clean Energy Center related to clean energy training programs, clean energy technical assistance, and clean energy program and curriculum development. This position is contingent on funding.

Example of Duties

The Director, Clean Energy Center will conduct and/or oversee all work plan activities related to Clean Energy training programs, clean energy technical assistance, and clean energy program and curriculum development.

1. Provide strategic leadership, administrative oversight for programs, personnel and budget for the center
2. Plan, implement, and maintain compliance with grant work plan objectives and activities for the Southern Sierra Clean Energy Collaborative. Ensure submission of all budget and program reporting
3. Develop strategic plan for expanding the services of the Clean Energy Center, including prioritizing offerings and identifying funding sources. In collaboration with all colleges in the District, coordinate clean energy activities and programs throughout the district
4. Consult and collaborate with the renewable energy and energy efficiency firms regarding their specific workforce needs and identifying the skill sets required for employment in renewable energy and energy efficiency industry.
5. Oversee Development of curriculum for workforce training in renewable energy and energy efficiency for Wind Turbine Technicians, Utility-scale Solar Technicians, Utility Workers, Solar Installers, Home Auditors, and Building Performance Contractors
6. Coordinate deliver of training to prepare participants for careers as Wind and Solar technicians, Utility Workers, and energy efficiency professionals.

Examples of Duties (continued)

7. Guide and direct project staff in the execution of clean energy training programs activities as listed in grant work plans.
 8. Develop new clean energy workforce skills training programs to meet the changing needs of business, industry, and government, within the district service area.
 9. Participate in the selection/hiring of staff/faculty, subordinate staff; evaluate and recommend disciplinary action as appropriate; train and assign subordinate staff; and provide recommendations concerning performance and/or promotions.
 10. Participate in advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries.
 11. Keep current on developments in renewable energy and energy efficiency by participating in industry conferences and workshops and by reading industry publications.
13. Perform other duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited college.
- Master's Degree desirable
- One year of training or teaching experience.
- Three years management experience
- Demonstrated ability to manage a budget
- Demonstrated understanding of trends in renewable energy and energy efficiency.
- Demonstrated sensitivity to and understanding of the diverse, academic, socioeconomic, cultural, ethnic, and disabilities backgrounds of community college students and employees

Knowledge and Abilities

Knowledge of:

- Training Theories and practice.
- Adult learning theory.
- Renewable energy technology.
- Energy efficiency technology.
- Principles of supervision and training.
- Knowledge of budgeting procedures and process.
- Knowledge of basic marketing techniques.
- Knowledge of principles and practices of statistical and administrative record and report preparation.
- Knowledge of English, usage, grammar, and punctuation.
- Grant management requirements for both federal and state agencies.

Ability to:

- Supervise and train assigned staff.
- Read and interpret rules and regulations pertaining to clean energy industries.
- Research, compile, analyze and prepare a variety of statistical and administrative reports.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain professional working relationships with senior management staff.
- Establish good working relationships with a variety of individuals and organizations and facilitate inter-organizational cooperation.
- Learn College and District organization and applicable operations, policies, and procedures.
- Utilize internet research, computer word processing, electronic mail, and spreadsheet programs.
- Communicate effectively both orally and in writing
- Travel to meetings around the state.

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

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Working Conditions (continued)

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

Status/Rationale

This is a classified management position and contingent on funding.

Signatures / Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Reviewed July 2016