



SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Dean of Economic & Workforce Development	
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
<b>RANGE:</b>	55	
<b>HOURS PER DAY:</b>	Up to 8	
<b>HOURS PER WEEK:</b>	Up to 40	
<b>MONTHS PER YEAR:</b>	Up to 12	
<b>REPORTS TO:</b>	Associate Vice President of Economic & Workforce Development or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Dean of Economic & Workforce Development leads daily activities and operations of Economic Development, Workforce Development, and Contract Education through direct involvement in the local community. Employees in this classification develop, evaluate, and implement policies and procedures using an entrepreneurial approach and coordinate and oversee activities in the Economic and Workforce Development (“EWD”) department including Economic Development, a portfolio of grants, Contract Education, and Community Education. Incumbents receive limited supervision within a broad framework of policies, procedures, and general guidelines. The Dean hires, trains, assigns, schedules, supervises, and formally evaluates the work of others. This position is responsible for developing and implementing work plans to create an effective and productive work unit in a supervisory classification requiring strong administrative and leadership skills. This is an administrative, overtime exempt position.

**TYPICAL DUTIES**

- Plans, directs, and coordinates the activities and operations of Economic Development, Workforce Development, and initiatives consistent with the District's mission, vision, values, goals, and objectives.
- Serves as the District's liaison for a wide range of workforce and economic development initiatives.
- Conducts strategic planning to accomplish the orderly growth, development, and continuous improvement of the Division.
- Develops, implements, evaluates, and revises policies and procedures resulting in effective, efficient, and equitable departmental operations.
- Directs, coordinates, and participates in short-range and long-range planning; conducts research and surveys to determine current program effectiveness and future needs;

**POSITION DESCRIPTION****POSITION TITLE: Dean of Economic & Workforce Development**

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prepares related reports and plans; and communicates findings and activities to executive management.

- Establishes professional relationships and acts as a liaison with business organizations, community and regional groups, community colleges, and four-year colleges and universities.
- Promotes economic development activities in the local community.
- Develops strategic business partnerships locally to share training and equipment resources.
- Develops and prepares the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established policies and procedures.
- Develops and solicits grants and external funding sources; administers grant funding.
- Participates in a variety of committee and staff meetings in support of economic development programs and activities; participates in other related committee assignments as required on and off campus.
- Develops, implements, evaluates, and revises procedures and processes to enhance contract education opportunities and workforce preparation programs.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for department personnel.
- Collaborates with the District's Director of Grants to implement grants and contracts funding workforce education programs.
- Provides customized learning opportunities to diverse populations of students, workers, organizations, and businesses.
- Collaborates with organizations, associations, and councils to design, implement, evaluate, and revise regionally-focused strategic workforce initiatives.
- Conducts and applies regional analyses to provide data-driven input on the creation of viable programs for emerging demand industries and priority sectors.
- Builds consensus support for strategic initiatives and operational processes aligned with the District's priorities and the California Community College System Workforce Division.
- Provides leadership in the development of grant proposals for career education and workforce development purposes.
- Performs related duties similar to the above in scope and functions as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Economic development programs.
- Workforce development programs.
- Proper budget development, implementation, and control procedures.

## POSITION DESCRIPTION

POSITION TITLE: Dean of Economic & Workforce Development

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- District organization, operations, policies, and objectives.
- Research methods appropriate to project policies, procedures, and practices, including data collection and analysis.
- Business software applications and database programs.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning, and reviewing work; performance appraisals; discipline; and employee selection and development.
- Principles of strategic planning and resource allocation.
- Laws, codes, regulations, and policies relevant to the EWD department.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Plan, direct, and manage the activities and operations of economic development, workforce development, contract, and community education.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Develop, prepare, formulate, and implement budgets and special programs.
- Prepare clear, concise, and comprehensive written and oral reports.
- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Organize, direct, and formally evaluate the work of others.
- Communicate effectively, orally and in writing.
- Participate and represent the District in activities with professional associations and accrediting agencies.
- Find and participate in leadership and professional development activities.
- Ensure the District meets all program viability requirements and program standards of the California Community College System Workforce Division.
- Provide active, creative leadership for the workforce development division's participation in the District's planning processes; prepare and implement an effective annual plan supporting the mission, vision, values, goals, and objectives of the District.
- Facilitate and support team activities and teamwork within the division.
- Demonstrate ethical behavior, loyalty, honesty, and integrity with all colleagues.
- Develop and maintain positive working relationships with the Associate Vice President, President, and other principal administrators in the District.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

**POSITION DESCRIPTION**

**POSITION TITLE: Dean of Economic & Workforce Development**

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- Work independently with little or no supervision.

**QUALIFICATIONS**

*Education Required:*

- Master's Degree from an accredited institution in Business or related field or the equivalent.

*Experience Required:*

- Two years' experience managing an economic development program or related department.
- Demonstrated success adopting an entrepreneurial approach to leading a work unit.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

**APPROVALS**

Date Created/Revised: 1-2007 / 1-2019

Cabinet Reviewed: 1-29-2019

Board Approved: 2-19-2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)