

Job Description

Position Title: Director of Workforce Development

Job Group: Workforce Development

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director, Workforce Development oversees the Employer Engagement and Career Services Office of the Apprenticeship Department. Directs, develops, implements and oversees systems and processes related to Career Services for the College. Provides leadership and oversight of the Workforce Business Development and Engagement Team. Develops and oversees relationships with external partners and businesses. Oversees career services, grants, and division initiatives. Ensures all operational areas align with the College's vision and mission.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs the activities of the Business Development and Engagement team. Plans, manages, and evaluates projects and services impacting the College.
2. Supports the College commitment to work-based learning and apprenticeships to serve business and industry through Centers of Excellence. Serves as Registered Apprentice sponsor.
3. Collaborates with staff, faculty, students, community, business, and industry to increase job placement and work based learning protocols. Oversees special projects and pilots related to documenting credentials, blockchain, and employability skills regimen.
4. Supervises and mentors employees; prioritizes and assigns work. Conducts performance evaluations and ensures staff is trained. Makes hiring, termination, and disciplinary recommendations.
5. Partners with college departments, external institutions, and agencies to address complex issues or policies impacting assigned programs, services, or operations.
6. Develops, plans, implements, and administers departmental goals and objectives.
7. Manages strategic marketing and outreach activities to identify workforce and economic development needs and develop initiatives.
8. Coordinates with Division Deans on the development, oversight, and management of programs, projects, and offerings.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of regulatory compliance principles and practices

- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.

- Master's degree in a closely related field of study preferred.
- Five (5) to eight (8) years of related experience required
- Eight plus (8+) years of related experience preferred
- Three (3+) years of supervisory experience required

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work