

MARCH 2017
FLSA: EXEMPT
SALARY: GRADE W
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DEAN, COMMUNITY PARTNERSHIPS & WORKFORCE DEVELOPMENT

BASIC FUNCTION: Under the supervision of the Vice President, Academic Affairs, provides college-wide leadership in strengthening community partnerships and coordination of workforce preparation efforts including the development and delivery of grants, programs, and services to specific learner populations; acts as College liaison to state and regional workforce development agencies; manages state Strong Workforce Program initiatives; acts as a liaison to the community and other organizations involved with workforce development and related programs.

SUPERVISORY RESPONSIBILITIES: Supervises directors, faculty, classified, hourly clerical, and student workers.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Maintains active connections with local workforce development agencies and boards, community, business and industry groups, educational partners, chambers of commerce, and professional organizations.
2. Provides leadership in collaboration with other college administrators and appropriate faculty in researching and establishing workforce related program development initiatives.
3. Provides overall administration and coordination of the College's Strong Workforce Program categorical funds and Workforce Innovation Opportunity Act Partnership.
4. Provides overall administration of the College's Adult Education Block Grant programs and initiatives, in partnership with district leadership and regional consortium.
5. Provides leadership to marketing, recruitment, and outreach activities including open houses, special events, direct mail and printed pieces, social media, and cooperative/regional marketing efforts.
6. Responsible for staff development, trainings, orientations, supervision, and evaluations.
7. Provides technical assistance to employers, school districts, and community regarding workforce preparations strategies and resources.
8. Coordinates efforts with other College initiatives, departments, funds, and programs to collectively advance student retention, completion, equity, success, and gainful employment.
9. Prepares and monitors budgets to ensure compliance with program and district standards.
10. Prepares responses to Requests for Proposals to continue and augment existing implementation of funding for workforce preparation initiatives.
11. Provides overall administration of Department of Labor, Department of Education,

- and state categorical funds.
12. Attends and makes presentations at conferences and represents the College at district, community, county, and regional meetings.
 13. Responsible for administering training, developing new training programs, and training calendars, enhancing existing programs, and working with program partners.
 14. Develops and implements systems for data collection, external evaluation, participant tracking, and reporting for assigned grants and initiatives.
 15. Performs other duties, related to the position, as assigned.

EDUCATION & EXPERIENCE:

Education:

A master's degree from an accredited institution is required. (All degrees and units used to satisfy minimum qualifications shall be from accredited institutions.)

Experience:

At least 3 years of leadership and management experience with workforce development programs, economic development, or career & technical education. Experience in career & technical education, contextualized basic skills education, community college education/training, post-secondary teaching, public administration, as well as previous experience in the oversight of categorically-funded projects is highly desirable. Effective demonstrated experience working with low-income and first generation students, as well as understanding the affective, cognitive, and social needs of today's community college student is desired. Supervisory experience is preferred. Must have demonstrated leadership, interpersonal, written and oral communication, problem-solving, customer service, organizational, and presentation skills.

KNOWLEDGE OF:

- Federal and state laws; policies and procedures germane to the assignment;
- Grant management techniques, data collection, audit, evaluation, and grant reporting;
- General office and computer skills;
- Case management;
- Marketing and recruitment techniques;
- An understanding of public and private partnerships;
- Effective research on student success and workforce development;
- Evaluation and assessment methods;
- Financial management techniques;
- Effective practices for providing educational services to community college students and potential students.

ABILITY TO:

- Write clearly, persuasively, and concisely;
- Deal effectively with employees and members of the public;
- Coordinate events and meetings;
- Demonstrate computer literacy and good technical skills on office software applications

including Word, Excel, PowerPoint, and Publisher;

- Demonstrate skills in interpersonal relationships, tact, patience, courtesy, and customer service;
- Read, interpret, apply, and explain laws, guidelines, and regulations;
- Develop and maintain accurate records, reports, and budgets;
- Prepare and deliver oral presentations, workshops, and trainings;
- Serve as a member of the Management Leadership Association;
- Maintain an understanding of current ideas, research, local, statewide and national legislative issues and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: Administration, classified staff, faculty, public officials, the general public, students, and state and federal agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.