

**MARCH 2023**  
**FLSA: EXEMPT**  
**SALARY GRADE: T**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, WORKFORCE AND ECONOMIC DEVELOPMENT PROJECTS**

**BASIC FUNCTION:** Under the direction of the area administrator, leads assigned RCCD workforce and economic development (WED) projects; manages apprenticeship program standards, rules, and regulations in compliance with appropriate government agencies; assists in developing effective workforce and economic development projects across the District by leveraging partnerships and resources; manages funded project details, including seeking, developing, implementing, and reporting on grants in partnership with the RCCD Grants office.

**SUPERVISORY RESPONSIBILITIES:** Assigned District personnel.

**REPRESENTATIVE DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Develops, promotes, and communicates the direction, goals, and objectives of assigned workforce and economic development projects.
2. Establishes and maintains interagency partnerships with education, workforce, and economic development stakeholders to align services and resources.
3. Researches and analyzes non-curriculum training and educational needs of the communities in the RCCD service region.
4. Negotiates experiential learning pathways program agreements with employers and labor organizations in the region, provides appropriate education and training, and solicits funding and resources for co-sponsorship of programs from various businesses, labor representatives, colleges, and professional organizations.
5. Supervises and evaluates assigned staff; establishes goals and objectives for assigned area(s) of responsibility in concert with the strategic plan and administrative program review.
6. Collaborates with communications and marketing team to develop and maintain a comprehensive marketing plan for WED projects.
7. Coordinates and manages the delivery and operation of seminars, training events, and scheduled activities of assigned grants and contracts.
8. Assists in developing and monitoring departmental budget; ensures expenditures comply with program rules and regulations, submits reports and compliance information in partnership with the Grants office.
9. Compiles data and generates reports to analyze program effectiveness and/or disseminate program information to stakeholders; makes recommendations for improved processes.
10. Represents the District with community, governmental and advisory groups applicable to economic and workforce development, and participate in local, regional, state, and federal activities and initiatives to promote the District as needed.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

**Education and Experience:** A bachelor's degree from an accredited institution; and three years of experience coordinating workforce and economic development projects, conducting work-based learning activities, or managing career advising services in an educational or governmental setting or an equivalent combination of education, training, and experience may be considered.

A master's degree is preferred.

**Licenses / Certifications Required:** A valid driver's license.

### **Knowledge Of:**

1. Principles of leadership.
2. Budgetary planning.
3. Apprenticeship and other work-based learning approaches, rules, and regulations.
4. Contemporary issues and challenges facing community colleges.
5. Laws, rules, and regulations pertaining to the administration of grant-funded projects, budgets, and reporting.

### **Ability To:**

1. Work with diverse internal and external groups/organizations.
2. Develop, evaluate, and support strong administrative skills among staff.
3. Build trust necessary to delegate effectively.
4. Engage in participatory decision making.
5. Lead and manage classified professional staff.
6. Provide leadership and support for assigned WED projects.
7. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.

**Contacts:** District staff and personnel at various levels of the organization; federal, state, and private funding agency program officers; administrators and various personnel from community colleges and educational agencies, federal, state, county and local government and regulatory agencies; employers and labor organizations; other educational, government, and community organizations.

**Physical Demands:** Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Will require occasional travel.

**Environmental Elements:** Employee works mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may occasionally visit apprenticeship or WBL environments and related hazards.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

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.

Created/Last Revised: September 2009

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.