



Position: Director of Workforce Development: Agriculture and Healthcare Sector Partnerships	Position Number:
Department/Site: Advancement and Development	FLSA: Exempt - Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development or assigned administrator	Salary Range: XI

DEFINITION

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities related to workforce development for the agriculture and healthcare sector partnerships with a specific focus on working with the five cities in the Hartnell CCD. Working with the assessment, reports, and recommendations from the National Resource Network and Jobs for the Future, the Director will serve as the sector intermediary and be responsible for all aspects of developing and expanding the Agriculture and Healthcare Sector Partnerships, including planning, assessment, gap analysis, employer engagement, partnership-building, implementation, communication, and reporting. This position also reports to a sector partnership advisory board that includes city leadership from Gonzales, Greenfield, King City, Salinas, and Soledad. Coordinates assigned activities with other District programs, faculty, and administrators to establish sector partnership processes reflective of District goals; provides highly responsible and complex professional assistance to the Vice President of Advancement and Development in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President of Advancement and Development. Exercises general direction and supervision over administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in activities related to workforce development for the agriculture and healthcare sectors, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Vice President of Advancement and Development in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Vice President of Advancement and Development in that the latter has significant authority over and oversight of a broad cluster of institutional programs and services or work units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Assumes management responsibility for workforce development programs, services, and activities for the agriculture and healthcare sectors in the role as the sector intermediary for the five cities project.
- Manages all planning and implementation of the agriculture and healthcare sector partnerships. This includes overseeing the launch of partnerships and regular convenings of employers and other organizations, staffing the operations of the partnerships and all existing and future committees, researching opportunities to grow the partnerships with new employers, proposing the development of new pathways, identifying key policy advocacy topics and developing policy positions, and actively participating in finding and developing funding opportunities for the work.

- Assesses workforce demand among agriculture and healthcare employers. Assess existing education and training programs and support services to develop a workforce development asset map/inventory for the agriculture and healthcare sectors. Maintains the asset map/inventory for currency. Determines gaps between workforce demand and workforce training. In coordination with existing Hartnell College structures supporting agriculture and healthcare, develops strategies to close workforce gaps throughout the Salinas Valley. Actively seeks best practices and assess their fit and appropriateness for the entire five-city region.
- Develops and maintains relationships with internal partners, industry partners, employers, K-12 and higher education partners, agencies, community organizations, Monterey County Workforce Development Board, funding organizations, policy makers, and state and national workforce organizations. Actively links workforce development efforts with economic development efforts throughout the Salinas Valley region.
- Facilitates the planning process and implementation of workforce solutions that address workforce challenges in the target sector; develops and implements plans for sustainability of the sector partnership and its workforce solutions.
- Documents and shares the work of the sector partnerships and its constituent members with key stakeholders throughout the Salinas Valley region, including city leadership, employers, government agencies, the media, and current and potential partners.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the program's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Vice President of Advancement and Development.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to workforce development for the agriculture and healthcare sectors.
- Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of adult education, workforce development, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President of Advancement and Development.
- Travels throughout the District in carrying out responsibilities and functions.
- In collaboration with the Hartnell College Office of Advancement, seeks external funding opportunities.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of adult education and workforce development programs, projects, and administrative activities.
- Effectively represent the District in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand scope of authority in making independent decisions.

Education and Experience:

- A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of formal training, internship, or leadership experience reasonably related to the assignment.

PHYSICAL DEMANDS

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also may drive to different program sites. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.