

College of the Redwoods

Position Description

Position: Assistant Director, Community & Economic Development	Position Number:
Department: CED	FLSA: Exempt
Reports to: Executive Director, Community and Economic Development	Salary Grade: 127

Summary

Under the direction of the Executive Director of Community and Economic Development, provides leadership to the Community and Economic Development program. The Assistant Director is responsible for planning, organizing, and directing the provision of the college's economic and workforce development programs and services, including but not limited to contract and community education, business partnerships, One-Stop programs, noncredit workforce training, and other beneficial economic and workforce initiatives. Develops training curriculum, schedules courses, and recruits and hires instructors. Supervises and evaluates the performance of assigned instructors and personnel. Assists in the development of grants as they relate to business and corporate development and delivery of services.

Essential Duties and Responsibilities

- Provides leadership in working with corporate partners, economic development agencies, community leaders, and with college personnel in furthering the services to business, industry, and other education partners.
- Provides strategic directions with an entrepreneurial approach in the development of corporate training and career and occupational programs to serve the region, partnering with local business, labor organizations, government agencies, other educational partners, and professional organizations.
- Supervises and evaluates the work of staff, instructors, and students, and ensures compliance with district personnel policies, procedures, and practices for employment.
- Supervises workforce and job preparation services at the Job Market/One-Stop Center.
- Works with One-Stop Partners to deliver customized noncredit and not-for-credit trainings.
- Develops and implements marketing and recruitment plans to increase awareness of programs, whereby increasing services to business and student enrollment.
- Serves as a business, community, and corporate liaison with local industry, organizations, community groups and agencies. Represents the District and the Director of Community and Economic Development as needed.
- Assesses community and client needs and interests to develop and plan training and re-training programs.
- Develops and maintains a complex budget.
- Establishes processes to monitor and ensure fee collection.
- Develops and maintains appropriate databases, files and records in support of community education and customized training.
- Assists with the preparation and negotiation of training and employment contracts.
- Develops instructional resources such as course outlines, job aids, and ETP contracts.
- Ensures instructor compliance with operational clerical requirements, including attendance reporting, submission of rosters, as well as participation in course,

- program, and student assessment.
- Evaluates noncredit, community education, and customized training instructors.
- Responds to company inquiries, including making various types of training presentations and suggestions on other issues related to employee performance improvement and personal enrichment.

Qualifications

Knowledge and Skills

- Requires specialized professional knowledge of education administration sufficient to assist in course scheduling and student enrollment processes.
- Requires a working knowledge of the demographics in the community.
- Requires well-developed human relations skills to influence others to attend, convey technical concepts, and build trust in the community.
- Requires professional writing skills sufficient to prepare marketing-oriented materials and correspondence.
- Knowledge and understanding of adult learning styles, employee performance improvement concepts, and the ability to apply that knowledge.
- Knowledge of laws, rules, and regulations involved in assigned activities, and the ability to meet schedules and timelines.
- Knowledge of record keeping techniques and word processing, spreadsheet, and database programs.
- Understanding of modern electronic office procedures such as personal computer and calculator.

Abilities

- Requires the ability to move between various college locations.
- Ability to quickly learn about District organization, organize day-to-day operations, exercise independent judgment, generate revenue equal to or greater than expenses, and plan and organize work.
- Ability to demonstrate oral and written communication skills. Understanding of correct English usage, grammar, spelling, punctuation and vocabulary.

Physical Abilities

Education and Experience

Requires either 1) a Bachelor’s degree from an accredited institution and the equivalent of at least one-year of formal training, internship, or leadership in educational administration, or 2) an associate degree and at least four-years of related experience (two of those years could be substituted for higher education experience in a position requiring progressively increasing responsibility).

Licenses and Certificates

- Must possess a valid driver’s license.
- Must be able to pass the security clearances required to work within County and State Correctional Facilities.