

JOB TITLE – PROGRAM MANAGER, WORKFORCE INNOVATION

PAY RANGE: CS-18

LAST REVISED: February 2020

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction of the Educational Administrator, the Program Manager—Workforce Innovation supervises, assigns, and provides services related to Sierra College Workforce & Economic Development including the Strong Workforce Initiative, customized training for employers, Sierra Makerspaces programming, and other grant-funded workforce development initiatives. The position will work closely with the Strong Workforce Advisory Group, the North Far North Regional Consortium, Sierra College Career Technical Education programs, Golden Sierra Workforce Development Board, business and industry organizations, and the California Community College Chancellor's Office, Workforce & Economic Development Division. This position is also responsible for supporting College and community innovation, building partnerships that support student academic success through the development of an entrepreneurial and Maker mindset.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Program Manager must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the operation of the Strong Workforce program, customized education, grant-funded programs, and strategic partnerships.
2. Maintains a working knowledge of significant developments and trends in workforce development; maintains participation and credibility in workforce development gatherings and professional development events; participates in program planning activities with state, county, education and other agencies; provides leadership in the development and maintenance of workforce community partnerships and programs, while ensuring that programs include an equity-minded framework.
3. Establishes schedules and methods for providing program services; identifies resource needs; reviews needs with appropriate management staff; allocates resources appropriately.
4. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures, ensuring equity-mindedness; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
5. Works collaboratively with instruction and student services leadership to integrate instructional and student services goals and initiatives with regional workforce needs and resources to district-wide vision.

6. Participates in the selection, onboarding and oversight of staff and consultants; networks with ecosystem partners to plan and share various resources and strategies; negotiates and coordinates customized training and consulting contracts with regional employers, organizations and agencies.
7. Develops working relationships with Chambers of Commerce, industrial and business groups, WIOA and other workforce funded groups, and Employment Training Panel (ETP) organizations and partners.
8. Prepares reports and provides statistical information for use by Sierra College and the California Community College Chancellor's Office; develops procedures for data collection, storage, confidentiality and secure disposal.
9. Works with the Sierra College Marketing Director and other communication contractors to disseminate news and information on program activities and accomplishments ensuring that the communication is culturally-inclusive to the audience being reached.
10. Identifies and applies for grants that can be used to support, grow, and/or accelerate program activities; and serve as a liaison to the Sierra College Foundation to facilitate both public and private donations that support program goals.
11. Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Objectives of the Strong Workforce Initiative, Workforce Development goals of the California Community College Chancellor's Office, and Sierra College's CTE programs.
- Principles of business performance assessment; methods and techniques of customized curriculum development and training.
- Current technology, workforce and business trends.
- Marketing concepts, principles, and techniques.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budget preparation and administration.
- Principles and practices of record keeping, data collection, and reporting.
- Pertinent federal, state, and local laws, codes and regulations.
- Methods and techniques of facilitating small group processes for resolving problems and optimizing actions with diverse groups.
- Office procedures, methods and equipment including computers and applicable software.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Ability to:

- Coordinate and direct the applied technology and workforce development program.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all students.
- Plan and organize work to meet changing priorities and deadlines.
- Supervise, organize and review the work of assigned staff involved in the operation of the program.
- Select, train and evaluate staff and consultants.
- Delegate authority and responsibility.

- Recommend and implement goals, objectives, policies and procedures to achieve project goals.
- Understand the organization and operation of the District and of outside agencies.
- Prepare clear and concise technical reports and program proposals.
- Prepare and administer large and complex budgets.
- Speak in public and make presentations to small and large groups.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the program.
- Work cooperatively with other departments, officials and agencies.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Operate office equipment including computers and supportive software.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major coursework in business administration, entrepreneurship, engineering, or related field. Experience in workforce development and/or skilled trades programs considered a plus.

Experience:

Two years of increasingly responsible experience in project management, supervision, outreach, community building, business development, or related field.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

NOTE:

1. Placement on the salary schedule is established at the time of hire.
2. This position is considered exempt from overtime under FLSA (Fair Labor Standards Act)
3. Classification III, Blood borne Pathogens Exposure Control Program apply to this position.