

JOB TITLE: Executive Dean, Workforce & Strategic Initiatives

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: September 2024

*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

The Executive Dean, Workforce and Strategic Initiatives, reporting to the Vice President of Instruction and Vice President of Student Services, is a key leadership role focused on regional workforce strategic planning, external initiatives, and implementation of workforce development programs. In collaboration with regional partners, including employers, industry partners, municipal and community leaders, and K12 and university partners, the Executive Dean, Workforce and Strategic Initiatives will lead long-term education and training pathway development to address critical projected skills gaps in the region. While there is a focus on Career and Technical Education (CTE) programming, regional workforce strategies will also include dual enrollment, transfer and degree completion efforts to meet these goals. An essential aspect of this role is building and maintaining external initiatives and partnerships that align and augment the College's existing services. The Executive Dean of Workforce and Strategic Initiatives plays a vital role in connecting regional employers and the greater community with Sierra College. This position ensures that Sierra College's program offerings meet the evolving needs of the global and regional workforce as well as creating specialized programs that uniquely connect the community to the college.

The Executive Dean, Workforce and Strategic Initiatives will:

- Partner with regional employers and industry partners to identify and develop solutions for short-term and long-term workforce development.
- Prioritize disproportionately impacted populations in workforce and education planning and implementation. Economic stability and steady, well-paid work are social determinants of health and will guide initiatives to benefit vulnerable and underserved communities.
- Identify, secure, and manage financial and in-kind resources to support these efforts, including state and federal grants, private contributions and leveraging stakeholder resources.
- Align Sierra College programming with regional and global trends.
- Oversee work-based learning and experience programs as appropriate.

The position provides leadership for planning and management of several community outreach workforce development projects designed to positively impact educational attainment in Placer and Nevada Counties. The Executive Dean, Workforce and Strategic Initiatives also provides leadership in the engagement of local municipalities, agencies, and employers in collaboration with other college programs.

The role is central to the college's mission, vision, and strategic goals, enhancing its impact on workforce development and community enrichment.

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 Executive Dean of Workforce & Strategic Initiatives must demonstrate a profound understanding of and

experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, various sexual orientations, individuals from historically underrepresented communities, and other groups to ensure the District provides strategies for success, as well as proactive, student-centered practices and policies committed to eliminating equity gaps.

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. Lead strategic initiatives related to external partnerships, workforce development, including operational and fiscal reporting.
2. Guide internal stakeholders in developing and implementing strategies and programs that align with the College's goals in workforce development and economic development.
3. Leads the development and implementation of a unified strategic partnership approach for job readiness, work-based learning, and job placement for all students.
4. Develop relevant career pathways leading to high wage and high demand careers, including dual enrollment, post-secondary middle skills training, and transfer and baccalaureate degrees.
5. Provide leadership for and oversight of the college's Strong Workforce Program, Carl T. Perkins Career Technical Education Grant and related program needs.
6. Coordinate workforce education research and analysis including appropriate market research, data collection and analysis, as well as current pedagogical advances.
7. Foster and maintain collegial and collaborative working relationships with division faculty, managers, and staff in all areas.
8. Mentor, supervise, and evaluate all relevant division managers, faculty, and staff.
9. Maintain currency in and enforce college policies and procedures, as well as collective bargaining agreements, state, and federal regulations related to areas of responsibility.
10. Ensure compliance with state mandated performance measures and utilize data for continual program improvement.
11. Serves as a liaison with Student Services, Administrative Services, and Business Services, as appropriate.
12. Prepares and delivers written and oral reports for the Board of Trustees.
13. Develops effective partnerships with businesses and industries in the identification of training, internship, and apprenticeship needs and serves as liaison to these entities.
14. Serves as the college's liaison with local workforce development boards.
15. Coordinates and oversees the functioning of program advisory boards in the areas of responsibility.
16. Attends local, regional, statewide, and national meetings to maintain professional growth and represent the college.
17. Assist in carrying out the mission of the college by collaborative service on the college's Dean's Council, Curriculum Committee, and on other councils, taskforces, and committees as needed or requested by the Vice President of Instruction.
18. Oversee budget planning and administration for the department.
19. Represent the college in local, state, and national community and professional organizations; engage in speaking opportunities and participate in community programs related to workforce development.

20. Leads the development of metric driven accountability and system of tracking data for partnership impact. Provides analysis and reports for tracking, reporting, and measuring enrollment, attainment, and employment outcomes. Reviews and makes recommendations as necessary.
21. Collaborate on workforce and economic development contracts, ensuring compliance and adherence to college policies.
22. Establish partnerships with government agencies, regional councils, and local business and industry groups.
23. Collaborate with appropriate academic administrators in program development and evaluation.
24. Assists in the development and support of departmental procedures in support of strategic partnerships when appropriate.
25. Perform additional duties as required.

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:

- Laws and regulations pertinent to the administration of instructional programs in California Community Colleges.
- Instructional practices and techniques.
- Curriculum development and program approval processes.
- Personnel management practices and techniques of supervision.
- Employment processes.
- Collective bargaining processes.
- Grant funding opportunities and grant writing.
- Career and technical business partnerships.
- Student internship and career development.
- Accounting and budgeting methods.
- Data collection, research and report writing.
- Computers and related equipment.
- Safety practices.

Ability to:

- Lead and supervise faculty and classified staff.
- Prepare and manage budgets.
- Evaluate work performance of faculty and staff.
- Communicate effectively in writing; verbally; communicate effectively.
- Speak in public.
- Read and comprehend technical and professional journals and reports, textbooks, and other pertinent material.
- Set priorities and establish goals and objectives.
- Interact effectively with District faculty and staff, a variety of specialized and diversified business and industry partners and the general community.
- Organize work and manage time effectively.
- Demonstrate integrity and consistency.
- Conduct effective meetings.
- Effectively coordinate group work efforts.
- Conduct research, interpret data, and report results.

- Operate computers.
- Stimulate motivate the faculty, staff, and students.
- Plan and manage in an environment of shared governance.
- Inspire and promote socioeconomic and cultural diversity.

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:

A Master's degree from an accredited college or university with major course work in any related field.

Experience:

At least one (1) year of experience related to the duties of the position in order to meet the California Education Code requirements for an Educational Administrator.

Preferred: Any additional combination of three or more years of experience in workforce strategic planning and implementation of external workforce initiatives or workforce development programs.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

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.