CLASSIFIED MANAGEMENT

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ECONOMIC AND WORKFORCE DEVELOPMENT PROJECT MANAGER

BASIC FUNCTION:

Under the direction of the Dean of Economic Development or designee, an Economic and Workforce Development Project Manager is responsible for developing, marketing, managing, implementing, and evaluating contract education and grant funded workforce development projects and initiatives.

REPRESENTATIVE DUTIES:

Plan, direct, organize, and manage the administration of high quality customized training programs developed for local and regional business, industry, and public agencies. E

Establish and execute operational policies, procedures, strategic goals, and standards pertinent to contract education and workforce development programs and initiatives. E

Analyze business and industry trends to identify the key workforce needs of high growth industries and occupations, utilizing research skills, data analysis, survey techniques, various software applications and labor market research tools. E

Actively market, outreach, and develop contract education and business partnerships between the district and local business and industry; develop and implement strategies to facilitate the growth and improvement of programs and services. E

Research, develop, and submit training and grant proposals in order to secure funding and to offer workforce development programs and services to regional employers. E

Assess workforce training and organizational development needs through appropriate client interviews, needs assessment, gap analysis, and related performance consulting methodologies; design and administer training and development programs as needed. E

Develop and administer program budgets; monitor budgets to ensure that expenditures and operations remain within established budget limitations and comply with agency and contract requirements; maintain appropriate records and controls to ensure fiscal accountability. E

Recruit, select, train, and evaluate instructors, subject matter experts, and independent consultants needed to fulfill the components of contract education contracts. E

Negotiate, compose, and administer independent contractor agreements with instructors, trainers and consultants utilized in the delivery of contract education training and services. E

Compose and distribute manuals, presentations, brochures, correspondence, and other materials pertinent to the promotion and marketing of contract education and workforce development programs and initiatives. E

Established July 2010
Facilitate the development of curriculum with the input of faculty and subject matter experts; review and approve course materials and make adjustments as necessary to maintain client satisfaction. E

Evaluate the effectiveness of instructional programs through observation, survey methodology, and focus groups; evaluate program operations and activities in terms of cost-effectiveness and program goals. E

Prepare, write, and submit curriculum, quarterly fiscal reports, program plans, year-end narratives, and budget reports in a timely and efficient manner; read and interpret contracts, curriculum, and other related documents. E

Develop and maintain strong, cooperative, and effective relationships with local employers in business, government, and industry; make formal and informal presentations to local, regional, and State organizations and associations. E

Represent the District at various meetings, conferences, and advisory committees related to economic development. E

Select, train, motivate, and evaluate the performance of classified staff. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of program development and administration
Economic development concepts, principles, and best practices
Labor market conditions and trends, including emerging technologies
Principles of budget preparation and administration
District hiring practices and employee and contractor processing procedures
Principles and practices of effective management and supervision
Respectful and sensitive communication practices with people who are diverse in their cultures, language groups, and abilities
Principles of adult learning theory
Curriculum development for contextualized basic and soft skills for the workplace
Workforce skills assessment and evaluation methods and instruments as well as strategies to measure improved performance
Pertinent federal, State, and local laws, codes, and regulations relating to economic and workforce development programs
Principles and practices of sales and marketing
Principles and practices of administrative report preparation
Principles and techniques of public relations
Principles and techniques of grant development and writing
Capabilities of computer systems, hardware, and applications used in the management of economic and workforce development programs
ABILITY TO:

- Exhibit confidence and professionalism
- Develop innovative programs and services to meet the diverse needs of local and regional organizations
- Identify and initiate business with potential clients and funding sources
- Supervise, train, and motivate staff
- Manage multiple projects simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Interpret, apply, and explain District policies and legal regulations and requirements
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deliver effective oral presentations
- Communicate effectively, both orally and in writing
- Analyze and interpret data relating to workforce assessment and evaluation
- Read and interpret contracts, grants, curriculum and related information and documents

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- **Education:** Graduation from a recognized accredited college or university with a bachelor’s degree in Business, Education, Public Administration, or related field.

  - **Experience:** Two years of experience planning, directing, and organizing grants or projects reasonably related to the administrative assignment.

WORKING CONDITIONS:

**ENVIRONMENT:**

Office environment

**PHYSICAL ABILITIES:**

- Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment
- Hearing and speaking to exchange information and make presentations
- Seeing in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate office equipment