

JOB TITLE: Executive Director, Center for Workforce Development

DEPARTMENT: Center for Workforce Development

LOCATION: ECC-Union

REPORTS TO: Vice President for External Relations

FLSA: Exempt

LEVEL: 208

DATE: revised 10/27/17, 10/16/2017

POSITION SUMMARY: Oversee all aspects of the ECC Center for Workforce Development services and activities including Missouri Works Training, Registered Apprenticeships, Short-Term Workforce Development Programs, Community Education, WIOA Youth Program and Business Consulting and Training.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of a Bachelor's degree in Business Administration, Public Administration or other related fields; five years' workforce development or business consultant work experience; two years supervisory work experience.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

Oversee all aspects of the Center for Workforce Development services and activities including but not limited to:

- Develop relationships with external workforce development entities and industry representatives to address current and emerging workforce training needs within the college's service area.
- Oversee all fiscal processes for assigned program areas including developing annual budgets for assigned program areas; maintain and produce reports as required by institutional leadership, approve all expenditures related to the daily operation of the department; ensure that program instructor payroll is completed in a timely manner.
- Leads grant projects in assigned program areas such as Missouri Works Training, Department of Labor Registered Apprenticeships, and WIOA Youth grants; assisting in drafting grant applications, managing the grant budget, and ensuring that grant deliverables are accomplished in accordance with granting source expectations and guidelines.
- Direct the development of new courses and/or programs as needs are identified; oversee the development of training programs and course schedules; develop curriculum and host public training seminars.
- With V.P. of External Relations, design and execute marketing strategy for workforce training, grant programs and Community Education.
- Oversee the overall direction of short-term health care professional, community education, and business and industry training programs including developing annual strategic plan and conducting an annual program review.
- Ensure that policies and procedures are in place and maintained regarding the delivery of courses and programs in assigned program areas, including but not limited to procedures for state reimbursement, college accreditation, external funding sources for training, industry specific accrediting agencies, local workforce industry partners, and Community Education partnerships, coursework and program development.
- Develop and maintain labor market information data reports and analysis to both internal and external stakeholders on a routine basis; provide analysis and interpretation of employment statistical data to produce reports related to occupational staffing, wage rates, employment and unemployment patterns and estimates.
- Hire, supervise, train and evaluate staff; support additional professional development for staff; recruit contracted instructors to deliver short-term workforce training programs and seminars.
- Represent the college throughout the service region on workforce education organizations and involvement in community activities such as ACT WorkReady Communities and Community Economic Development Strategies.
- Attend conferences, Workforce Development Board (WDB), MCCA Workforce Development Network meetings and training.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).

- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

LEADERSHIP and COMMUNICATION SKILLS: ability to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; Establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements. Perform professional-level work requiring a wide range of administrative, technical, accounting, legal, or managerial methods applied to complex problems.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title IX, ADA and other applicable laws pertaining to employment and education; understanding of workforce development services and activities; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; skill in budget development and management; ability to prepare and analyze financial statements and reports; ability to handle confidential material judiciously; understanding of state economic development tools related to community colleges and training.

EQUIPMENT AND SOFTWARE: Current information technology equipment used by the college, department or division.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel out-of-state as well as locally and regionally to participate in meetings, conferences, and other activities related to the operations of the colleges.

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 stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

POSITIONS SUPERVISED: Coordinator, Health Careers Workforce, Coordinator, Business Development and Training, Program Assistant, Workforce Development, Program Assistant, Community Education.

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*