

# JOB DESCRIPTION



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**Position Title:** Dean of Workforce Development

**Division:** Business & Technology

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS20

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**Position Summary:** The Dean of Workforce Development is responsible for providing leadership and oversight of workforce development programs in support of the college's mission, including the development and coordination of a workforce accelerator/skills center, strategic engagement with business and industry, government, education, and the community; and program development in alignment with college, regional economic and workforce strategies.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership, oversight, and supervision of workforce development programs and courses that are in alignment with regional economic and workforce strategies by identifying unmet business, industry and community needs leading to the development and implementation of programs and initiatives

Leads efforts to develop and/or strengthen workforce development relationship(s) with external stakeholders, including industry/business, government, military entities, public and private secondary and post-secondary schools, and other interested entities

Oversees the development and management of program budgets; monitors and authorizes expenditures; identifies and prepares contingency or emergency budgeting requests; monitors facility use to ensure operations are in support of instructional resource needs and in compliance with college policy; evaluates security processes/procedures

Oversees the selection, training, and motivating of instructional and other department staff through supervision including prioritizing and assigning work, performance evaluations, goal setting, etc.

Serves on committees, advisory boards, and task forces in the community and represents the college on regional and state workforce development initiatives as assigned

Leads workforce programs in a positive, motivational, and inspirational manner that promotes a collaborative work culture, a strong work ethic, and a caring and supportive environment

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Master's degree in a related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years related organizational management and leadership experience

## **Preferred Requirements:**

Three years' experience in a higher education or workforce development environment

Prior experience in a community college environment

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Working knowledge of principles of curriculum development

Knowledge of budget preparation, monitoring and administration

Working knowledge of management practices and principles

Working knowledge of education and training resources

Skill utilizing personal computer software programs affecting assigned work

Skill in analyzing and problem solving

Skill in marketing and community outreach

Skill in presenting ideas and concepts orally and in writing

Proven ability in developing and maintaining relationships with both internal and external stakeholders

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel is required. May require working evenings and weekends.

**Physical Requirements:** Essential functions of this position require lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met.

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

**Reports to:** Executive Vice President for Academics

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.