

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROJECT DIRECTOR CAREER TRANSITION SERVICES Management Class Specification

GENERAL DESCRIPTION

Under general direction of the Dean of Counseling, the Project Director, Career Transition Services will conduct and/or oversee work plan objectives and activities related to career transition services under the Alameda County Workforce Investment Board contract with Chabot College, The Project Director will also provide basic technical assistance for community college practitioners.

DUTIES AND RESPONSIBILITIES

1. Plan, implement, and maintain compliance with grant work plan objectives and activities;
2. Consult with the business community, education and training entities, and the Workforce Investment Board about Workforce Investment Act (WIA) and job training needs for dislocated workers;
3. Develop and coordinate core and intensive WIA services, develop liaisons with training programs to meet the specific needs of business, industry, and government;
4. Collaborate with CLPCCD Contract Education, Chabot Community Education and other Economic and Workforce Development Initiatives to seamlessly provide services to dislocated workers and the business community;
5. Maintain the reporting and accountability for the project's performance;
6. Oversee budget expenditures and establish systems, collect data, and maintain computerized records necessary for budget audit trails, project evaluation, and reporting requirements;
7. Coordinate and monitor Career Transition Services sub-contracts;
8. Assist in the recruitment, screening, monitoring of the instructors/subject matter experts needed to fulfill the components of the Career Transition Services contracts;
9. Supervise Career Transition Services staff;
10. Develop advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries;
11. Market the services and resources of the Career Transition Services to the greater Bay Area's business community and to the colleges in the Interior Bay Region;
12. Provide basic technical assistance and counselor/instructor in-service opportunities to enhance regional colleges' capacity to provide career transition services and customized training programs;

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13. Represent Chabot College Career Transition Services at various workforce systems meetings;
14. Perform related duties as assigned;

MINIMUM QUALIFICATIONS

Education and Experience:

1. A Bachelor's Degree from an accredited college/university;
2. Experience in project management and development;
3. Experience in working with adult learners in ESL, basic skills, or other related fields AND one year of leadership experience in education, business, or government;
4. Understanding of Workforce Investment Act programs and services, community college programs and industry employment needs and trends;
5. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Knowledge of:

1. Business expectations for customer service;
2. Planning, implementing, administering, and evaluating economic development programs and services, budgets, and grant funding;
3. Community college student support services and instructional programs;
4. Basic skills assessment, training, and evaluation methods and instruments as well as strategies to measure improved performance;
5. Grant reporting and budgeting requirements.

Ability to:

1. Meet schedules and timelines;
2. Work effectively in a collegial teamwork environment.
3. Quickly learn college and district organizational structure and applicable operations, policies, and procedures;
4. Routinely utilize internet research, electronic mail, computer word processing, and spreadsheet programs
5. Communicate effectively both orally and in writing;
6. Travel to meetings around the state;
7. Work flexible hours including evenings and weekends when necessary;
8. Possess a valid California Driver's License or alternative means of transportation to perform off-site work-related duties, as required.

NOTE: This is a categorically funded position. Annual renewal of contract will be dependent upon continued grant funding for the upcoming fiscal year as well as satisfactory performance.

This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.