

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

DEAN, ECONOMIC AND WORKFORCE DEVELOPMENT

Las Positas College

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.

MANAGEMENT RESPONSIBILITY

The Dean of Economic and Workforce Development is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The position reports to the Vice President of Academic Services. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

Under general administrative direction of the Vice President, Academic Services, the Dean is responsible for the development, direction, supervision, coordination, and evaluation of the College's economic and workforce development strategy, workforce pathway initiatives, employer and industry partnerships, College-based apprenticeship and work-based learning programs, workforce-related grants and funding, regional economic development partnerships, innovation initiatives, and related assignments.

The Dean serves as the College's lead administrator for workforce and economic development and provides centralized leadership for all assigned College workforce-related funding, programs, partnerships, operations, strategic initiatives, and personnel. The Dean aligns these activities with regional labor market needs, industry trends, economic development priorities, and institutional goals and ensures effective implementation, compliance, accountability, continuous improvement, and measurable outcomes. The Dean will be responsible for the development, direction, supervision, and evaluation of the assigned set of the College's academic programs and/or College services. This position involves direct collaboration with faculty and classified professionals in planning and directing College goals and objectives.

The Dean works collaboratively with faculty, classified professionals, administrators, employers, community organizations, workforce development boards, economic development agencies, and regional innovation organizations to advance student access, workforce preparation, employment outcomes, entrepreneurship, innovation, and economic mobility. The Dean represents the College in regional economic and workforce development efforts, including partnerships with organizations focused on economic vitality, talent development, entrepreneurship, innovation, and industry growth and coordinates with District Economic Development and Contract

**Chabot-Las Positas Community College District
Dean, Economic and Workforce Development**

Education on employer-sponsored, contract education, and District-wide workforce initiatives to support alignment and avoid duplication.

DUTIES AND RESPONSIBILITIES

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. Provide leadership for the development, implementation, coordination, and evaluation of the College's economic and workforce development strategy and initiatives.
2. Demonstrate a high value for excellence in instruction, student learning, student success, workforce readiness, entrepreneurship, innovation, and economic mobility in setting priorities and implementing institutional goals.
3. Lead the identification, evaluation, development, and institutionalization of College workforce-aligned educational programs and pathways based on labor-market information, feasibility analysis, employer engagement, economic-development priorities, and emerging industry needs, in collaboration with faculty and instructional leadership and consistent with faculty primacy in curriculum and academic matters.
4. Establish priorities for, plan, administer, allocate, and evaluate assigned College workforce-related funding streams, including Strong Workforce Program, Perkins, grants, contracts, apprenticeships, categorical funding, and other external resources; approve allocations and maintain centralized responsibility and accountability for effective and compliant use.
5. Develop, recommend, monitor, and evaluate budgets for assigned workforce and economic development programs and initiatives and assigned academic programs and/or service areas; analyze expenditures and financial performance, take or recommend corrective actions as necessary, and ensure effective stewardship of financial resources.
6. Establish expectations and hold assigned managers and project leads accountable for the timely, compliant, and successful implementation of workforce-funded initiatives, including deliverables, timelines, fiscal compliance, performance outcomes, and corrective action when necessary.
7. Establish and oversee systems and standards for project governance, grant administration, compliance monitoring, performance reporting, operational accountability, and continuous improvement.
8. Supervise and evaluate the performance of assigned faculty, classified professionals, supervisory, and/or administrative staff.
9. Provide leadership and coordination in the recruitment, selection, and assignment of assigned staff.
10. Plan, develop, coordinate, and evaluate division offerings and resources to meet student, program, community, and enrollment needs.
11. Foster community outreach and serve as the College's primary liaison with business, industry, labor organizations, workforce development boards, chambers of commerce, economic development agencies, innovation organizations, governmental agencies, educational institutions, and community partners, including Innovation Tri-Valley Leadership Group and other organizations focused on innovation, talent development, industry growth, and regional economic competitiveness.

Chabot-Las Positas Community College District
Dean, Economic and Workforce Development

12. Represent and lead the College's participation in regional, state, and national workforce and economic development organizations and initiatives, including partnerships supporting regional economic competitiveness, innovation, and talent development.
13. Develop and maintain strategic partnerships and innovation networks in support of assigned College workforce programs and pathways, connecting education, industry, entrepreneurship, government, and community partners to strengthen workforce pipelines, support business and industry needs, expand apprenticeships and experiential learning opportunities, and advance regional economic development goals.
14. Promote innovation ecosystems that connect education, industry, entrepreneurship, government, and community partners to support workforce development, applied learning, business growth, and economic vitality.
15. Establish institutional expectations and provide administrative oversight for workforce advisory committees; evaluate their effectiveness in informing program quality, industry alignment, equipment and facility needs, and regional workforce priorities.
16. Lead the development and expansion of College-based academic apprenticeship, internship, and work-based learning programs and pathways, in collaboration with faculty, employers, and District partners and consistent with faculty primacy in curriculum and academic matters. Coordinate with District EDCE on employer-sponsored, contract education, and District-wide apprenticeship initiatives to support alignment and avoid duplication.
17. Provide centralized leadership and coordination for workforce and economic development activities across the College and ensure alignment among instructional divisions, student services, administrative services, and external partners while respecting faculty primacy in curriculum and academic matters.
18. Provide administrative leadership, in collaboration with faculty and instructional administrators, for the planning, development, scheduling, enrollment management, staffing, budgeting, resource allocation, evaluation, and continuous improvement of assigned workforce education programs and pathways and assigned academic programs and/or services
19. Lead institutional efforts related to Credit for Prior Learning (CPL) and other workforce access and completion strategies in collaboration with faculty and academic leadership.
20. Establish and maintain systems for gathering, analyzing, and interpreting workforce, enrollment, completion, employment, labor market, and economic development data to support planning and decision-making.
21. Supervise and evaluate assigned College classified professionals, faculty, supervisors, managers, project directors, grant-funded personnel, and other staff responsible for workforce development, economic development, grants administration, employer engagement, apprenticeships, work-based learning, and strategic initiatives.
22. Provide leadership and opportunities for professional development activities related to workforce education, economic development, innovation, grants management, and strategic initiatives.
23. Formulate long-range and short-range goals for assigned areas and participate in institutional planning, accreditation, program review, educational master planning, strategic planning, and resource allocation processes.
24. Coordinate the recruitment and selection of assigned managers, faculty, classified professionals, project personnel, and other employees; participate in faculty recruitment

**Chabot-Las Positas Community College District
Dean, Economic and Workforce Development**

and evaluation where assigned and consistent with District policy and collective bargaining agreements.

25. Ensure the quality, relevance, viability, compliance, and continuous improvement of assigned workforce programs through program review, accreditation, labor-market analysis, enrollment and completion data, employer feedback, and student-employment outcomes.
26. Resolve or direct the resolution of escalated operational, personnel, partnership, fiscal, compliance, and programmatic issues within assigned areas.
27. Establish and maintain collaborative and collegial working relationships with faculty, classified professionals, students, administrators, District personnel, governing agencies, and constituent leadership.
28. Represent Academic Services on College and District committees, task forces, and initiatives as assigned.
29. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as an educational administrator shall be both of the following:

(A) Possession of a master's degree; and

(B) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Knowledge, Skills, and Abilities

1. Experience leading workforce and economic development initiatives in higher education, government, industry, workforce development organizations, or economic development agencies.
2. Expertise in building educational programs, creating both program capacity and program sustainability
3. Experience administering grants, contracts, categorical funding, and workforce development resources.
4. Experience building and sustaining partnerships with employers, industry associations, workforce development boards, chambers of commerce, economic development organizations, and public agencies.
5. Experience using labor market information, workforce data, and economic analysis to support strategic planning and decision-making.
6. Experience leading cross-functional initiatives involving faculty, staff, administrators, and external stakeholders.
7. Knowledge of career education, apprenticeship programs, work-based learning, credit for prior learning, and workforce funding programs.

**Chabot-Las Positas Community College District
Dean, Economic and Workforce Development**

8. Demonstrated success advancing innovation, regional partnerships, talent development, and economic mobility initiatives.
9. Capacity to analyze complex issues and ability to facilitate collaborative problem solving
10. Demonstrated strong interpersonal skills with ability to motivate and empower faculty, staff and students to succeed;
11. Possess excellent communication skills both oral and written, and have the ability to develop and implement managerial systems
12. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm
13. Demonstrated commitment to diversity, equity, inclusion, belonging, and student success.

Desirable Qualifications

1. Experience providing administrative oversight for career education, workforce development, economic development, apprenticeship, work-based learning, or related educational programs.
2. Demonstrated success in leading transformative program development.

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. The incumbent may be required to work some evenings, weekends, and travel.

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, 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.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

APPOINTMENT

The Dean of Economic and Workforce Development shall be appointed by the Governing Board upon the recommendation of the College President and the District Chancellor.