

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PROJECT DIRECTOR Trade Adjustment Assistance Community College Career Training (TAACCCT) Range 13

Grant Funded

Chabot College
Management Class Specification

MANAGEMENT RESPONSIBILITY

The Project Director is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Dean of Counseling, 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 committees.

GENERAL DESCRIPTION

The Project Director of TAACCCT, under the direct supervision of the Dean of Counseling, is responsible for conducting and overseeing work plan objectives and activities related to the TAACCCT East Bay Skills Alliance contractual agreement to build programs of study for eligible students, dislocated workers, and unemployed adults who can earn degrees or certificates enabling them to enter the workforce.

DUTIES AND RESPONSIBILITIES

The Projector Director shall:

1. Be the main point person responsible for the direction and implementation of the TAACCCT Project according to the grant work plan, objectives, activities, and outcomes;
2. Work in collaboration with the East Bay Skills Alliance Community Colleges to develop regional career path systems;
3. Collaborate to develop stronger training, referral, and placement systems between the college and the Workforce Investment Act (WIA) One Stop Career Center System;

4. Facilitate working within the University of California and the California State University Systems towards the development of career technical education;
5. Consult with the business community, education and training entities, and the Workforce Investment Board regarding WIA and job training needs for dislocated workers;
6. Develop and coordinate core and intensive WIA services, develop liaisons with training programs to meet the specific needs of business, industry, and government;
7. Collaborate with Chabot-Las Positas Community College District Contract Education, Chabot Community Education and other Economic and Workforce Development Initiatives to seamlessly provide services to dislocated workers and the business community;
8. Maintain the reporting and accountability for the project's performance;
9. Oversee budget expenditures and establish systems, collect data, and maintain computerized records necessary for budget audit trails, project evaluation, and reporting requirements;
10. Coordinate and monitor TAACCCT grant sub-contracts;
11. Recruit, screen, monitor, and oversee the instructors/subject matter experts needed to fulfill the components of the TAACCCT activities, services, and contracts;
12. Supervise TAACCCT temporary and classified staff, and coordinate with adjunct faculty;
13. Develop advisory and collaborative partnerships with economic development organizations, Workforce Investment Boards, industry associations, and other workforce intermediaries;
14. Market the services and resources of the TAACCCT Services to the greater Bay Area's business community and to the colleges in the Interior Bay Region;
15. Provide basic technical assistance and counselor/instructor in-service opportunities to enhance regional colleges' capacity to provide career transition services and customized training programs;
16. Represent Chabot College's TAACCCT at various workforce systems meetings;
17. Demonstrate a willingness to work flexible hours including evenings and weekends when necessary;

18. Provide technical assistance to other colleges related to admissions, records, and integrated case management for trade adjustment assistance and dislocated workers.
19. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Baccalaureate degree from a four-year accredited college or university in a relevant field; or a minimum of four years experience in a relevant field; or an equivalent combination of education and experience which indicates possession of the skills and knowledge required.

Desirable Qualifications:

Masters degree from accredited college or university in a relevant field. Experience with Trade Adjustment Assistant and Workforce Investment Act services administration.

Physical Conditions:

While performing the duties of this job, the employee is required to have the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-30 pounds. Requires sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. The employee frequently is required to sit, reach with hands and arms, talk, and hear.

APPOINTMENT

The Project Director shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

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

Draft to the Board of Trustees on March 19, 2013

Effective: March 20, 2013

Board Designation: Administrative