



JOB DESCRIPTION

Job Title: Dean, Workforce Development

Department: Workforce

Pay Grade: 122

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

The Dean of Workforce Development directs the activities of multiple Workforce programs and College-wide functions that support short and long-term training; develops the strategic direction of assigned areas; interprets broadly defined goals; develops and manages a budget; and provides managerial direction to employees in the Workforce division. This role serves under the Vice President of Workforce Development & Corporate Partnerships and works closely with the President of the College and external corporate and community partners.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Directs the implementation of activities and operations for multiple workforce programs, which includes: designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.
- Uses administrative, management, and problem-solving skills to position the College to become a recognized leader in workforce, developing well-trained students to feed the talent pipeline and meet industry needs.
- Forms productive partnerships that establish SPC as an innovator in workforce development and economic growth.
- Acts as an advisor to the President and other Executive Team members on matters involving the strategic direction of workforce at the College.
- Ensures the College achieves its strategic and operational goals for workforce development.
- Works closely with the Vice President of Academic Affairs and Deans to ensure alignment of short-term and long-term training, technical education planning from a systems view.
- Develops and implements innovative business plans to expand a comprehensive portfolio of services and programs related to customized training, as well as a wide array of training opportunities within the area's service economy.

- Ensures revenue generation through College's revenue-based programs and credit programs, i.e. apprenticeships; open enrollment in training programs; contract training with area industry; and government and foundation grants for entrepreneurial initiatives.
- Represents SPC on boards and at local and regional meetings, conferences and workshops.
- Prioritizes workforce grants and programs.
- Keeps abreast of relevant federal and state laws, policies, and regulations that pertain to education and workforce development.
- Initiates and reviews budget requests, serving as the budget supervisor for all accounts assigned to the department.
- Collaborates with Deans and Provosts on matters relating to curriculum advancements and campus-based programming.
- Identifies and develops employment opportunities and fosters work experiences for students
- Performs all other related duties as assigned

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Master's Degree. Doctorate in business, higher education or an appropriate field of study preferred. Five (5) years progressive experience in workforce, business and/or economic development. Experience in management in a professional environment including planning, budgeting, team building, problem-solving and project management. Proven record of professional accomplishments and effective leadership. Demonstrated success in the management/operations of customized training to business, industry, labor and/or the public sector, preferred. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles;
- Advanced principles and practices in assigned area of responsibility;
- Higher education institutional operations, structures, policies, and practices;
- Budgeting principles;
- Strategic planning principles;
- Public relations principles and practices;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Computers and related software applications.

Skills in:

- Conducting research, evaluating findings, and making recommendations based on findings;
- Evaluating statistical data, ensuring data sufficiency;
- Interpreting and applying applicable laws, rules, and regulations;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Implementing public relations initiatives;
- Managing budgets;

- Developing long-term strategic plans;
- Mediating conflict and resolving issues for employees and students;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Delegate and prioritize work;
- Develop and implement strategies;
- Interpret and apply applicable laws, rules, and regulations;
- Implement College-wide components and activities; and
- Work in partnership with internal and external stakeholders.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<input checked="" type="checkbox"/>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<input checked="" type="checkbox"/>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

St. Petersburg College has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date