

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED MANAGEMENT JOB DESCRIPTION**

**Director of Workforce Systems**

**Management Salary Range 2**

**Job Code: 1009**

**CLASS PURPOSE**

Under the direction of the Vice President of Student Services, the Director of Workforce Systems is responsible for coordinating service delivery and operations of the North Cities One-Stop Career Centers located at College of Alameda in Alameda and Berkeley Adult School in Berkeley as well as off-site services at Berkeley City College.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Oversees daily operations of the North Cities One Stop Career Centers including the management of program performance, staffing, budget, and general administration.
- Coordinates the delivery of services from Career Center partners to adult and youth job seekers and to employers. Oversees program design and implementation to ensure quality services to employers and job seekers are provided in compliance with all funding and performance contract requirements.
- Develops strategic relationships with Economic Development Departments in the cities of Albany, Berkeley, Piedmont, Emeryville, and Alameda.
- Works collaboratively with Peralta CCD Director of Economics and Workforce Development and external partners in developing workforce development initiatives across Peralta Colleges and region-wide.
- Oversees customer registration and intake, and referrals to providers of training and support services and employers.
- Coordinates planning and administration of in-house and off-site services for Career Center customers and staff.
- Develops procedures to maintain North Cities One Stop Career Centers participation in the East Bay Works system and status as One-Stop Career Centers certified by the Alameda County Workforce Investment Board.
- Convenes North Cities One-Stop Partners Board.

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- Identifies program requirements and develops methods for implementing solutions.
- Recruits, hires, trains and supervises staff assigned to the Career Centers.
- Implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting and other functions to manage the changing resources and responsibilities of the North Cities One Stop Career Centers
- Represents the services of the North Cities One-Stop Career Centers before a wide variety of constituencies including employers, job seekers, government and community organizations.
- Maintains a strong working knowledge of the full menu of services provided to businesses through the Alameda County Workforce Investment Board and the North Cities One-Stop Career Centers, and be able to effectively represent those services to businesses.
- Represents the North Cities One Stop Career Centers in the community and at required meetings, creating cooperative arrangements with partner organizations.
- Develops the annual program budget and seeks resources through strategic resource sharing, grant writing, or fee for service programs.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Possession of a B.A./B.S. Degree from an accredited college or university in one of the social sciences, behavioral sciences, human resources management, business or public administration or a related field.
2. Must have demonstrated four (4) or more years of professional-level experience in the coordination, planning, organization and implementation of employment services projects or programs.
3. Must have knowledge of the policies, procedures, regulations and laws that pertain to the Workforce Investment Act (WIA) and One Stop Career Centers.
4. Must have demonstrated knowledge and proficiency in the operation and use of personal computers utilizing various software applications such as word processing, spreadsheet, database management and the Internet.
5. Must have demonstrated skills in research and analysis skills, initiative and the ability to assist and motivate others to bring about required program objectives.
6. Must possess excellent interpersonal skills, including group presentation, writing skills and ability to explain project goals and objectives to a variety of audiences.

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7. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS**

- Possession of a Master's Degree from an accredited college or university in one of the social sciences, behavioral sciences, human resources management, business or public administration or a related field.
- Knowledge of the human resources and business management needs of employers in the North Cities service areas.
- Knowledge of vocational human service needs of the local labor market, including long-term unemployed persons.
- Knowledge of the Workforce Investment Act and related legislation. Knowledge of issues pertaining to job training as they relate to the Alameda County.
- The ability to supervise professional and clerical staff and work with team members from partner agencies to maintain high staff morale.
- Experience with policy and procedure development and data analysis.
- The ability to work independently to carry out projects from beginning to completion.
- Strong training background knowledgeable about career pathways; sector strategies; and CA community colleges policies.
- Demonstrated working relationships with local non-profit organizations; workforce investment boards; and community college / school districts.

### **ENVIRONMENTAL DEMANDS**

Occasional work performed alone. Constant work around and with other people.

### **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping

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- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.