

PROGRAM DIRECTOR PROFESSIONAL DEVELOPMENT CENTER

DEFINITION

Administers the Employment Training Panel program.

SUPERVISION RECEIVED AND EXERCISED

Supervision provided by the Dean of Instruction, Continuing and Community Education.

EXAMPLES OF DUTIES

Administers the current ETP contract with the State of California.

Monitors and audits site visits by state personnel.

Provides continuous customer care to more than 300 local employers.

Markets and secures new companies for state funded training throughout Southern California.

Designs and implements customized curriculum and employer assessments with employers and industry trainers.

Continues to develop and implement the "Create New Jobs for California" program with ETP Executive Staff.

Negotiates employer training contracts with local businesses.

Manages all fiscal operations at the PDC with the main campus and continuing with the status as a self-supporting entity of Glendale Community College.

Provides leadership to all staff and industry trainers within the PDC organization.

Implements Lean Operations and Continuous Quality Improvement throughout the organization.

Develops new ETP contract proposal for approval.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Current ETP legislation and regulations.

Continuous learning and understanding of emerging technologies and offerings such as six sigma, groove for team collaboration, and lean implementation.

Understanding of Employment Training Panel rules and qualifications for funding.

QUALIFICATIONS (continued)

Ability to:

Lead and operate a self-supporting division of a Community College.

Drive to employer sites throughout Southern California.

Work evenings and weekends for customer care.

Take initiative and work in fast paced organizations.

Meet deadlines and to multitask.

Demonstrate leadership, interpersonal and communication skills.

Learn emerging technologies and adapt to changing environments.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Education:

Master's degree or equivalent work experience related to work-force training.

Experience:

Minimum of five years or more of experience managing an Employment Training Panel funded contract, including development, monitoring, auditing, marketing, negotiating, developing, and administering customized training programs for California employers.

Desirable:

Expert knowledge and understanding of Employment Training Panel rules and qualifications for funding.