

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Workforce and Economic Development	FLSA status:	Exempt
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DEPARTMENT:	Workforce	REPORTS TO:	Vice President of Instruction
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Position summary: Under indirect supervision, this position is responsible for an educational unit that provides an array of workforce and economic development opportunities including continuing education, customized training, and adult education. This position provides leadership to increase the college's visibility and expand its contribution to the workforce and economic development activities of its service area. This position reports directly to the Vice President of Instruction, keeping him/her abreast of all planning, organizing, staff and development of Panola College's workforce, continuing education and grant programs in the service area.

Position responsibilities:

- Supervise Workforce and Economic Development staff.
- Initiate and participate in comprehensive workforce education partnerships, collaboratives, and strategic alliances.
- Develop and manage the annual budget for the Workforce and Economic Development department.
- Research, write, submit, and administer grant proposals for college activities.
- Provide innovation and vision for the department.
- Develop and implement a long-range plan and strategy for workforce and economic development.
- Coordinate the development of workforce and economic development policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Assure appropriate development, review (evaluation), and maintenance of all continuing education classes.
- Provide reports and data to the College as needed.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Assist in the marketing of all workforce and economic development efforts.
- Collaborate with all College departments and offices for seamless integration of the programs offered by Workforce and Economic Development.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills, including a high level of computer skills.
- Demonstrated understanding of the impact of current demographic and technological change on workforce and economic development.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to demonstrate success as an innovative and entrepreneurial leader with collaborative leadership style.
- Ability to demonstrate experience in resource development and allocation, and in operational of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Knowledge of and experience in current and emerging technologies related to the teaching/learning environment.
- Ability to work with a diverse team in a fast-paced environment.
- Experience in writing and administering grants.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.

- No or very limited exposure to physical risk.