State College of Florida, Manatee-Sarasota  
Job Description

Job Title:             Director, Workforce Solutions  
Reports to:            Associate Vice President, Corporate and Community Development  
FLSA Status:          Exempt  
Level:                216  
Position Class:

Job Summary:  
This position is responsible for assisting local business, industry and governmental entities in obtaining training for their organizations. Serves as the liaison between the College and eleven Chambers of Commerce, two economic development entities and other organizations. Assists in oversight of the Center for Innovation and Technology at State College of Florida, Manatee-Sarasota, Lakewood Ranch Campus.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Develops and provides oversight for all contract training conducted by the College with local business, industry and governmental entities in order to generate additional revenue; seeks grants and other sources of revenue (such as QRT and Employed Worker Programs).

2. Interviews, selects, and monitors trainers for catalog courses and contract training.

3. Develops marketing materials for Workforce Development including web pages, brochures, and targeted marketing campaigns, in collaboration with Public Affairs & Marketing.

4. Conducts annual business, industry and government receptions to keep the local organizations appraised of College goals and activities as well as focus groups and forums to ascertain current and future workforce needs.

5. Oversees the development of non-credit catalog in the areas of business, industry, government and computer training, including ACT Center and on-line training. Catalog published three times a year.

6. Supervises, evaluates, and coaches Work Force Development staff to identify opportunities for new program growth.
7. Participates in local business and community organizations, activities, and expos in order to conduct environmental scanning, identify opportunities for new program growth, and promote State College of Florida, Manatee-Sarasota.

8. Maintains current knowledge on local needs, national trends, and current software/hardware to meet the needs to keep local entities globally competitive.

9. Conducts sales and outreach activities in order to generate revenue; annual revenue goals set in conjunction with supervisor and Work Force team.

10. Maintains departmental budget, analyzes revenue and expenses, and develops strategic plans to move toward greater self-sufficiency.

11. Travels throughout service area representing State College of Florida, Manatee-Sarasota; maintains hours at other sites.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  Five or more years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, database, email, internet, and College database software.
• **Certificates and Licenses:**
  Valid FL driver’s license required; or the ability to transport routinely between campuses.

**Responsibility for People and Property:**
Supervises Work Force Development staff.

Responsible for generating revenue to meet operating expenses of the area, while reducing expenses, moving toward self-sufficiency.

Responsible for handling the billing for Corporate and Community Development. Billing is over $160,000.00 annually. Reconciles outstanding student balances.

**Responsibility for Communication:**

- **Internal Contacts:**
  Routine contact with staff.

- **External Contacts:**
  Routine contact with county representatives from area economic development councils, business, industry, and government.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires frequent evening and/or weekend commitment as well as frequent travel between campus sites and businesses.

Occasionally exposed to outdoor weather conditions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to use manual dexterity, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 25 pounds. There are no special vision requirements for this employee.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:
1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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