

# JOB DESCRIPTION



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**Position Title:** Dean of Workforce and Military Programs

**Division:** Workforce and Military Programs

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based at the Downtown Center

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX17

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**Position Summary:** The Dean of Workforce Development and Military Programs is responsible for providing leadership and oversight of workforce development programs, the Fort Huachuca Center, Military programs, and Adult Education in support of the college's mission, including strategic engagement with business and industry, Fort Huachuca, government, education, and community partners; and program development in alignment with the District's, military, regional economic and workforce strategies.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership, oversight, and supervision of workforce development programs and courses that are in alignment with regional economic and workforce strategies by identifying unmet business, industry and community needs leading to the development and implementation of programs and initiatives

Oversees the development and management of programming at the Fort Huachuca Center; works with the Fort Huachuca Center director to identify unmet needs and lead the discussion with internal and external stakeholders to develop and implement key military programs and initiatives; create and/or strengthen the relationship(s) between the college and military community; acts as a liaison between the military and the college.

Oversees the development and management of programming at the Center for Lifelong Learning; works with the Lifelong Learning director to provide leadership, oversight, and supervision of the programs and courses that are in alignment with community needs leading to the development and implementation of programs and initiatives.

Oversees the management of Adult Education's multi-site instructional program; works with the Adult Education director to identify, develop, and modify curriculum to meet the needs of students and communities through the coordination of programming within the county; coordinates with external agencies and organizations on special programs, projects, and workshops.

Leads efforts to develop and/or strengthen workforce development relationship(s) with external stakeholders, including industry/business, government, military entities, public and private secondary and post-secondary schools, and other interested entities

Oversees the development and management of program budgets; monitors and authorizes expenditures; identifies and prepares contingency or emergency budgeting requests; monitors facility use to ensure operations are in support of instructional resource needs and in compliance with college policy; evaluates security processes/procedures

Oversees the selection, training, and motivating of instructional and other department staff through supervision including prioritizing and assigning work, performance evaluations, goal setting, etc.

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Serves on committees, advisory boards, and task forces in the community and represents the college on regional and state workforce development initiatives as assigned

Leads military and workforce programs in a positive, motivational, and inspirational manner that promotes a collaborative work culture, a strong work ethic, and a caring and supportive environment

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Master's degree in a related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years related organizational management and leadership experience

Valid AZ drivers' license and ability to obtain clearance to drive under the college's insurance policy

Ability to pass a comprehensive background screening required to obtain and maintain Fort Huachuca access badge

## **Preferred Requirements:**

Three years' experience in a higher education or workforce/economic development environment

Prior experience in a community college environment

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Working knowledge of principles of curriculum development

Knowledge of budget preparation, monitoring and administration

Working knowledge of management practices and principles

Working knowledge of education and training resources

Skill utilizing personal computer software programs affecting assigned work

Skill in analyzing and problem solving

Skill in marketing and community outreach

Skill in presenting ideas and concepts orally and in writing

Proven ability in developing and maintaining relationships with both internal and external stakeholders

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

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**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel is required. May require working evenings and weekends.

**Physical Requirements:** Essential functions of this position require lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met.

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

**Reports To:** Executive Vice President for Academics

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.