Program Manager, Building Trades

<table>
<thead>
<tr>
<th>Department: Workforce Development</th>
<th>Effective Date: 8/14/11, Revised 5/8/15</th>
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<tbody>
<tr>
<td>Reports To: Director, Workforce Training</td>
<td>Team: Continuing Education and Workforce Development</td>
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<tr>
<td>FLSA Status: Exempt</td>
<td>Job Status: Full-time</td>
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<td>Salary Grade: 13</td>
<td>Job Classification: Administrator</td>
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Position Summary:

This position develops and coordinates credit and continuing education programs for construction and building trades. Responsibilities will include overseeing the development and ongoing integration of training opportunities for adults entering the fields of construction and building trades; interacting with industry partners; managing program lab spaces; supervising faculty and administrative staff; managing program budget; and ensuring compliance with accreditation requirements.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Oversees the development of the programs missions and goals.
2. Supervises and coordinates day to day operations of the assigned program.
3. Serves as an advisor for current and/or prospective students who express interest in the program and monitors the success rate. Counsels students and handles student complaints.
4. Provides programmatic guidance through participation in staff meetings, task forces, and committee meetings.
5. Reviews, approves and submits program requisitions such as curriculum changes and updates, course scheduling and assignments, syllabus, textbook orders, and enrollment reports.
6. Hires, supervises, mentors, and evaluates assigned staff. Recruits, selects, trains, and supervises adjunct faculty.
7. Consults with Director of Workforce Training and Vice President of CEWD during planning, preparation, and implementation of college wide projects, programs, or activities related to instruction.
8. Prepares budget recommendations, submits justifications for budget items, and monitors and controls program expenditures. Assess plans, coordinates, administers, and evaluates programs, projects, processes, and procedures.
9. Ensures compliance with Federal, State, and Local laws, regulations, codes, and/or accreditation standard.
10. Works to coordinate activities between multiple internal and external service areas and works to integrate and coordinate service areas. Provides leadership to integrate students into services such as Career Center, Student Counseling, Admissions and Tutoring.
11. Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.
12. Negotiate contracts with instructional partners as needed.
13. Attend conferences, meetings and sit on committees internal and external to the college. This includes serving as college liaison with agencies, organizations and individuals to establish co-sponsorship or partnership for generating new or continued enrollments, FTEs and revenue for the
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college. This includes serving as ex-officio member of a program advisory committee which must meet at a minimum two times per academic year.
14. In cooperation with Marketing Coordinator, develop and execute the program area's marketing plan.
15. Perform other duties as assigned.

Required Minimum Qualifications:

1. Education: Bachelor’s Degree
2. Experience: Five years or more successful experience in academic program management in a post-secondary environment.

Desired Qualifications

1. Experience in developing and managing instructional programming in construction or building trades.
2. Effective spoken/written (English) communication skills.
3. Ability to use MS Office suite, Blackboard, Lumens, Peoplesoft, and other industry software for curriculum and reporting requirements.
4. Strong interpersonal skills and an ability to work effectively in a team environment.
5. Previous management or supervisory experience.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.