Occupational Training Institute Supervisor

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plan, organize and direct the day-to-day operations of the Occupational Training Institute (OTI) to assure that all State, federal, District, College, and Division policies and procedures are met; train, assign and supervise assigned personnel.

**REPRESENTATIVE DUTIES:**

1. Plan, organize and direct the day-to-day operations of OTI to assure that all state, federal, District, College, and Division policies and procedures are met.

2. Serve as the OTI lead to employers, Workforce Initiative Boards (WIB), county social service agencies, other community college districts, local and regional agencies and legislative bodies to ensure OTI's participation in the development of workforce strategies.

3. Coordinate all fundraising efforts for OTI; prepare grant applications; guide others in locating funding sources; provide others with assistance with grants as appropriate.

4. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures.

5. Develop and implement staff trainings and in-services to keep staff apprised of policies and procedures.

6. Conduct regular meetings to communicate, review and revise program guidelines.

7. Develop workforce education programs, projects, and workshops. Develop and coordinate the marketing of OTI services.

8. Provide information to students, faculty, staff and the general public on workforce education initiatives and programs; coordinate the interactions of OTI with the District and both colleges, public agencies, and other appropriate entities.

9. Compile, maintain, and verify information; prepare and maintain records and reports; assure compliance with federal, State, and District laws, regulations and policies; provide information to auditors and for budget input; complete data and reports for all programs/projects.

10. Monitor and provide budgetary input to include long term planning and projections.

11. Assist in curriculum planning and development.

12. Operate a computer and other office equipment as assigned.

13. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
1. Workforce and workforce education related policies and procedures; applicable local, state, and federal laws and regulations.

2. District, College and Division policies and procedures.

3. Principles of training and providing work direction.

4. Oral and written communication skills.

5. Record-keeping techniques.

6. Principles and practices of budget, finance and contracting.

7. Fundraising techniques and grant preparation, coordination, and monitoring.

8. Curriculum and workforce skill set requirements.

9. Trends in employment and training for this region.

10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.

2. Oversee the day-to-day operation of OTI to assure that all State, federal, District, College, and Division policies and procedures are met.

3. Interpret, apply and explain applicable rules, regulations, policies, and procedures, federal and state regulations.

4. Project budgets and cost estimate.

5. Negotiate contracts and monitor compliance.

6. Interpret workforce trends and curriculum offerings to guide future workforce initiatives.

7. Train, supervise and evaluate personnel.

8. Meet schedules and time lines.

9. Communicate effectively both orally and in writing.

10. Establish and maintain cooperative and effective working relationships with others.

11. Maintain records and prepare reports.

12. Work independently with little direction.

13. Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:
16. Any combination equivalent to: Bachelor's degree in a workforce-related field, and five years responsible experience in a college level program similar to OTI.

17. Four years experience in grant writing for a variety of grants funding entities, preferred.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read various materials.

4. Sitting or standing for extended periods of time.

5. Ability to make frequent travel trips to visit work sites.

DATE APPROVED: August 25, 2004
RANGE: 5-59
EEO-CATEGORY: H-30