

SOUTH TEXAS COLLEGE

Job Description

Job Title: EXECUTIVE OFFICER for the North American Advanced Manufacturing Research and Education Initiative (NAAMREI)
Department: Office of NAAMREI
Reports To: President
FLSA Status: Exempt
Prepared Date: January 14, 2008

SUMMARY

The Executive Officer provides leadership, administrative and operational direction for the College's USDOL-WIRED North American Advanced Manufacturing Research and Education Initiative (NAAMREI)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides leadership, administrative, and operational direction for the College's USDOL-WIRED North American Advanced Manufacturing Research and Education Initiative (NAAMREI)
2. Coordinates the development of non-credit programs with chambers and business organizations to promote NAAMREI related entrepreneurship activities in the region.
3. Develops linkages with local manufacturers, assesses training needs, and prepares proposals for training programs and implements approved programs
4. Directs efforts to provide advanced manufacturing training and development to area industry, business, and government
5. Develops, packages, and markets fee based and grant funded training programs to clients
6. Directs customized contract training and expands into international markets
7. Secures and administers local, state and federal workforce development funding for the NAAMREI project
8. Directs with community, business and industry to determine advanced manufacturing training needs which include: conducting employee assessments, identifying curriculum and training materials, designing customized programs to address client needs, negotiating contracts for delivery of services
9. Leads and directs advanced manufacturing regional training efforts, manages daily operations, and negotiates the acquisition of equipment to support training activities and programs
10. Collaborates with economic development agencies to deliver advanced manufacturing training services and programs to support new and expanding local industries in the Rio South Texas Region
11. Prepares and administers the annual budget, policies and operating procedures for the NAAMREI project
12. Represents the College at the local, state and federal level and with regulatory agencies, boards and advisory councils
13. Provides contract oversight and management to ensure compliance of USDOL-WIRED funds
14. Prepares Quarterly Progress Reports for the USDOL WIRED grant
15. Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

The Regional Manager of the Rio South Texas College Alliance/NAAMREI Advanced Manufacturing Institute report directly to the Executive Director

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

1. Demonstrated leader with energy, vision, entrepreneurial spirit and integrity
2. Responsible to work with the NAAMREI leadership team to develop operation plans for the U.S. Department Labor WIRED Implementation
3. Must provide oversight responsibilities for the WIRED-USDOL NAAMREI project
4. Ability to develop partnerships and collaborative efforts with government, business and industry
5. Experience in implementation of exemplary customized and contracted training programs
6. Budgeting, financial management and grants/contract compliance skills
7. Demonstrated success in program development and management
8. Employment experience outside education is highly desirable
9. Excellent interpersonal and writing skills
10. Strong commitment to the community college philosophy
11. Understanding of the stresses and rewards associated with the building of a new community college responding to pent-up industry training needs
12. Ability to be effective within a multi-cultural community

EDUCATION and/or EXPERIENCE

*Bachelor's degree required; Master's preferred

*Extensive years of upper management experience in workforce development or related area will be considered in lieu of Master's degree

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

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 regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

The noise level in the work environment is usually moderate.