

JOB TITLE: Manager, Workforce Development

PAY GRADE: Classified Supervisory (CS)17

LAST REVISED: December 2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.

Summary Description

Under the general administrative direction of the Executive Dean of Workforce and Strategic Initiatives, the Manager, Workforce Development provides operational oversight for a wide range of workforce development efforts aligned with Sierra College's mission and regional economic needs. This position is responsible for implementing and managing workforce-related programs and initiatives—including the Strong Workforce Program projects, customized training for employers, regional- and state-funded grants, and new program development efforts.

The Manager works collaboratively across college divisions and departments—including Instruction, Student Services, Outreach, the Career Transfer Center, and Equity and Student Completion—to integrate workforce development goals with college-wide enrollment, retention, and student success strategies. This role requires extensive engagement with external partners such as the North Far North Regional Consortium, Golden Sierra Job Training Agency, K-12 and adult education partners, and business and industry organizations to align training opportunities with labor market demands and to expand access to high-quality, high-wage career pathways.

A core responsibility of this position is building and sustaining strong relationships with employers in priority industry sectors—including advanced manufacturing, health, IT, and the skilled trades—to increase internship opportunities, expand work-based learning, and improve job placement outcomes for Sierra College students. The Manager serves as a convener and connector, building strong partnerships that foster innovation, equity, and regional alignment. The position also plays a key role in outreach and recruitment strategies, program launch and implementation, and the expansion of work-based learning and job placement opportunities—especially for disproportionately impacted and adult learners. The ideal candidate will bring strong project management experience, a deep understanding of workforce systems, and a collaborative mindset to help drive Sierra College's role as a regional workforce leader.

REPRESENTATIVE FUNCTIONS:

1. Lead and manage cross-functional workforce development projects from planning through execution, including timelines, stakeholder coordination, reporting, and continuous improvement activities.
2. Maintains a working knowledge of significant developments and trends in regional workforce development; maintains participation and credibility in workforce development gatherings and professional development events; participates in program planning activities with state, county,

Job Description

education and other agencies; provides leadership in the development and maintenance of workforce community partnerships and programs.

3. Facilitate and coordinate community collaboratives focused on workforce and education alignment, ensuring active engagement from K-12, industry, government, and community-based partners.
4. Works collaboratively with Outreach on recruitment plans to increase enrollment in high-demand Career Technical Education (CTE) programs, with special emphasis on underserved and adult learner populations.
5. Strengthen and expand partnerships with employers, workforce boards, and community-based organizations to create pipelines into work-based learning opportunities, including internships, apprenticeships, and incumbent worker training.
6. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
7. Works collaboratively across departments—including Instruction, Student Services, Outreach, and the Career Transfer Center—to align workforce development initiatives with college-wide goals, regional labor market needs, and equity priorities. Supports the integration of CTE program objectives with enrollment, retention, and career success strategies.
8. Participates in the selection, onboarding and oversight of staff and consultants; networks with ecosystem partners to plan and share various resources and strategies; negotiates and coordinates customized training and consulting contracts with regional employers, organizations and agencies.
9. Develops working relationships with Chambers of Commerce, industrial and business groups, Workforce Innovation and Opportunity Act (WIOA) and other workforce-funded groups, and Employment Training Panel (ETP) organizations and partners.
10. Prepares reports and provides statistical information for use by Sierra College and the California Community College Chancellor's Office; develops procedures for data collection, storage, confidentiality and secure disposal.
11. Works with the Sierra College Marketing Manager and other communication contractors to disseminate news and information on program activities and accomplishments.

Knowledge of:

- Objectives of the Strong Workforce Initiative, Workforce Development goals of the California Community College Chancellor's Office, and Sierra College's CTE programs.
- Current technology, workforce, and business trends.
- Marketing concepts, principles, and techniques.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation and administration.
- Principles and practices of record keeping, data collection, and reporting.

- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques of group facilitation processes for resolving problems and optimizing actions with diverse groups.
- Office procedures, methods, and equipment including computers and applicable software.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Ability to:

- Apply an equity-minded framework to ensure programs, services, and processes are designed and delivered to meet the varying needs of all students.
- Build and sustain collaborative relationships with employers, industry groups, educational partners, and cross-functional college departments.
- Communicate complex information clearly and persuasively, both orally and in writing, to diverse audiences, including industry partners, community organizations, and internal stakeholders.
- Listen actively and respond thoughtfully in professional interactions to promote inclusive, trust-based collaboration.
- Represent the college effectively and professionally in external partnerships, advisory boards, regional initiatives, and public forums.
- Supervise, organize, and review the work of assigned staff involved in workforce development programs.
- Select, train, mentor, and evaluate staff and consultants to ensure accountability and program success.
- Delegate authority and responsibility appropriately to support effective project execution.
- Recommend and implement goals, objectives, policies, and procedures to achieve program and project outcomes.
- Plan and organize work to meet evolving priorities, deadlines, and performance benchmarks.
- Understand the organization and operation of the District and external systems such as regional workforce boards, industry associations, and educational consortia.
- Prepare clear and concise technical reports, grant proposals, and program documentation.
- Demonstrate intercultural competence and inclusive interpersonal skills in service to a diverse population.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Work collaboratively and productively with other departments, institutional leadership, and external agencies to align efforts and achieve shared goals.
- Operate office equipment including computers and project management, communication, and data analysis software tools.

MINIMUM QUALIFICATIONS: The following describes the education, experience, knowledge, skills, and abilities required to enter the job and successfully perform the assigned duties.

Education and Experience Guidelines

Experience: Three years of increasingly responsible experience in project management, supervision, outreach, community building, business development, or related field.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, entrepreneurship, engineering, or related field. Experience in workforce development and/or skilled trades programs considered a plus.

License or Certificate:

- Valid California driver's license and a safe driving record to drive a District or personal vehicle.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting and requires occasional travel to local high school districts and campuses.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.