

Class Concept

Positions in this class serve as lead workers or supervise a group of lower level professional Workforce Development Training Specialists. Employees coordinate, plan, manage, review and/or direct the work of staff involved in promoting the development and implementation of industry-specific workforce training programs within the resources and capabilities of the NC Community College System. Work involves training, providing technical assistance, and developing orientation materials for new and existing staff. Employees plan and coordinate regional and state-wide conferences and meetings. Employees may administer section budgets and assist senior manager with other administrative duties. Employees may be responsible for daily operations in absence of senior manager and represent senior staff members at meeting with various public officials and workforce partners.

Knowledge, Skills, and Abilities

- Considerable knowledge and skill in the area of industry-specific technical training, including training needs analysis, job analysis, program delivery, instructional design, adult education principles, industry-specific standards and credentials, evaluation, and training transfer.
- Considerable knowledge of workforce development issues.
- Significant knowledge of the North Carolina Community College System, including administrative rules, program offerings, and capabilities.
- Ability to lead, manage, and train professional staff involved with workforce development programs.
- Ability to communicate, facilitate and/or negotiate effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships.
- Ability to manage programs and tasks effectively within the context of changing industry needs, employee demographics, instructional and workplace technologies, funding needs and resources, and rules and regulations.

Minimum Education and Experience

Bachelor's degree in business administration, human resources, industrial education, instructional design or discipline related to the assigned workforce training area from an appropriately accredited institution and four years of experience in designing, providing, and/or coordinating industry-specific training in higher education, business or the public sector; or

Associate's degree in any of those same disciplines from an appropriately accredited institution and six years of experience in designing, providing, and/or coordinating industry-specific training; or an equivalent combination of education and experience

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.