

Manager, Economic and Workforce Development
Operations
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262548>

Downloaded On: Sep. 15, 2025 6:30pm

Posted Sep. 15, 2025, set to expire Jan. 28, 2026

Job Title Manager, Economic and Workforce Development Operations
Department SC - Division of Economic and Workforce Advancement
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 15, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5072682/manager-economic-and-workforce-development-operations>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DEFINITION

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, the Manager, Economic and Workforce Development Operations position is responsible for assisting with the management of

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Economic and Workforce Development (EWD) contracts, marketing, and delivery of fee-based customized training programs, seminars, workshops and the customized contract education (not-for-credit) programs offered through the Economic and Workforce Development unit. This position requires the successful management of multiple workforce training programs such as Employment Training Panel (ETP), State Chancellor grants, Economic and Workforce Development Department (EWD) projects, private foundation grants, Department of Labor (DOL) grants. Along with other State funded contracts while simultaneously determining the workforce training needs of public and private sector employers in Orange County.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the appropriate level manager, administrator, or designee.

Exercises functional and technical supervision over assigned classified professionals, student staff and contractual personnel. Recruit, hire, train, onboard, supervise and evaluate staff in positions related to department operations.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Manages the workforce training needs of the public and private sector employers in the geographical service area of the District by outreaching to the business community and working closely with various business sectors and industrial clusters.

Coordinates the outreach to the business community and works closely in responding to the training needs of the employers in the geographical service area.

Oversees the research, development and submission of training and grant proposals in order to secure funding and to offer workforce development programs and services to the regional employers.

Manages the grant funded programs, services and budget accounts.

Manages the marketing efforts and recruitment of incumbent workers and other training participants for the short-term grant funded and fee-based customized education (credit, non-

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credit and not- for-credit) programs.

Manages the delivery of all training programs and student support services for programs offered through the EWD department and at the employer or community site.

Supervises the trainers and staff directly related to the EWD customized training programs offered through EWD department.

Manages the registration, fee collection, records management and the account management functions for the training programs offered.

Generates adequate funds through contracts and grants to fully support the continuation of the program and other direct and indirect expenses related to the fee-based training and customized contract education programs.

Prepares, monitors and recommends budgets for training programs and grant projects.

Plans, implements, and maintains compliance with the work-plan objectives, activities and deadlines of all federal, state, and private foundation grants received. Provides all quarterly and annual narrative reports.

Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.

Collaborates and communicates with other College departments and staff to effectively support Workforce Development training programs.

Collaborates and communicates with District Risk Management for processing and approving of EWD related contracts and grants.

Collaborates and communicates with District Purchasing for procurement of services and goods in support of EWD Department activities.

Plans and organizes a variety of meetings as related to the job duties.

Create a positive campus climate that fosters a culture of support and collegiality for EWD staff, faculty, and administrators; contribute to the development and implementation of innovative EWD programs.

Collaborate with staff to deliver and evaluate operations, and activities; assess future EWD

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program needs and improvements.

Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in any discipline. Earned Master of Business Administration preferred.

Experience:

A minimum of three years of increasingly responsible full-time work experience in economic and workforce development programs, including related project/program specialist, program coordinator, management, and administrative responsibility.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

DESIRABLE QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:

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Valid California driver's license.

KNOWLEDGE OF:

Budget preparation, forecasting and control.

Goals and objectives of the college, as it relates to the Economic and Workforce Development Department and Economic and Workforce Advancement Division.

Interpersonal skills including tact, patience and diplomacy.

Modern office practices, procedures, methods, and equipment, including computers and peripherals.

Oral and written communication skills.

Experience in managing grant funded training programs.

Experience in the development and coordination of Employment Training Panel (ETP) programs, grants from the state chancellors' office, and other state, federal and private foundation grant funded projects offered at community colleges.

Experience in working with the Workforce Investment Board (WIB) and/or the Economic and Workforce Development Department (EWD).

ABILITY TO:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in planning, organizing and directing the safety and compliance related programs.

Work on weekends, nights and variable working hours as needed.

Assess staff effectively during the annual performance review process.

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Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of employees and students.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Interpret, apply and explain applicable District policies and procedures.

Learn District policies, organization, operations and objectives.

Operate modern office equipment.

Operate specialized College software and Microsoft Office, including Word, Excel and PowerPoint or similar software programs required by position.

Plan and organize work.

Prepare a variety of complex and comprehensive reports, records and statistics.

Prepare and administer budgets.

Relate effectively to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy.

Select, train, supervise and evaluate seasonal, temporary, and other assigned staff.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

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Work on multiple programs and activities simultaneously.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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.

Work Environment:

Work is performed primarily in a standard office setting. 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 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.

Physical Demands:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, travel to various locations on campus to supervise work in multiple buildings on campus; use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds. Incumbent will regularly drive a vehicle to conduct work; subject to adverse weather conditions.

Supplemental Information

Employment in this position is contingent upon funding by **Samueli Foundation Grant.**

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Close Date: October 14, 2025

Required Documents: Resume and Cover Letter

Range 10 of the District Management Team Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM) (evening and weekends as needed)**

Hours per Week: 40

Months per Year 12

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in

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CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

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The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.



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These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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