PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8655
Pay Grade: E07

FLSA: Exempt
PTS

MANAGING OFFICER, WORKFORCE INNOVATION, PTC

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college of university in Business Administration, Marketing Management, Education or a related field, plus three (3) years professional experience in a managerial capacity requiring personnel management and substantial interaction with community representatives. Demonstrated organizational and communication skills.

PREFERRED:
Master's degree from an accredited college of university in Business Administration, Marketing Management, Education or a related field, plus three (3) years professional experience in a managerial capacity requiring personnel management and substantial interaction with community representatives. Experience in community organizations, non-profit organizations, philanthropic agencies, and/or postsecondary education with direct supervision of and/or active involvement in community out-reach and/or student recruiting.

MAJOR FUNCTION

The Managing Officer, Workforce Innovation is responsible for managing and supervising community out-reach, student recruiting and placement, and Industry Services functions of all Pinellas Technical College campuses.

ESSENTIAL RESPONSIBILITIES

- Manages the Industry Services department for Pinellas Technical College.
- Develops and maintains course offerings for Continuing Workforce Education (CWE) and Continuing Education (CE) programs.
- Collaborates with the Directors of all Pinellas Technical College campuses in all aspects of Workforce Innovation operations.
- Develops and maintains CWE and CE course price structure consistent with Pinellas Technical College and district policy.
- Produces annually a report to the community for performance of Pinellas Technical College.
- Maintains cooperative relationships with representatives of Pinellas County economic sectors to identify economic trends and emerging occupations.
- Serves as contact person for the business community relevant to supervised programs.
- Maintains an information system that supports and monitors student enrollment and placement.
- Monitors and communicates current labor market information relevant to Pinellas County.
- Continually monitor performance-based indicators relevant to program viability.
- Participates in departmental staffing model recommendations and problem solving.
- Develops budget within department parameters that aligns to program, department, and district goals.
- Plans for and implements the development of new programs as appropriate.
- Develops strategic partnerships with community organizations.
- Assists in the recruitment, selection, orientation, and induction of instructors as appropriate.
- Manages, produces and implements Pinellas Technical College marketing materials.
- Solicits and listens to customer input from staff, schools, parents, and the business community.
- Reviews customer satisfaction results.
- Performs other related work as required.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 12/15/16 CH; BOARD APPROVED: 01/24/17;

MANAGING OFFICER, WORKFORCE INNOVATION, PTC

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				