| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 6/5/2024 | FA9680 | FT Admin – Trades Technology Program Director | FA9992 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers | Trades Technology | Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** AFT | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.*The Trades Technology Program Director is responsible for the Trades Technology (TT) programs including the Electrical program, Lineworker program, Heating, Ventilation, Air Conditioning (HVAC) program, Architectural Technologies, Civil Technology, Building Construction, and Construction Management. Responsibilities include, but are not limited to, oversight of Trades Technology programs with regard to instruction, facilitation of curriculum development, program review, ensuring compliance for all accredited program areas, scheduling faculty and courses, preparing budgets and monitoring expenditures. Also responsible for ensuring that equipment in the labs follow a safety and maintenance plan and obtain the necessary repairs, assist with identifying new equipment needs, and planning for acquisition of such. The Trades Technologies (TT) Program Director is responsible for ensuring that the TT Program areas are annually evaluated for content that is relevant to the dynamic environment needs of our industry partners. With the rapidly changing technologies, the need to ensure that our equipment, instruction, and delivery models meet the region’s workforce training needs. Other responsibilities include leadership and management of assigned staff; serves as the primary contact with business and industry; identifying grant opportunities and working with staff to make application for grants, when appropriate; providing grant management oversight and maintaining liaisons with external agencies such as workforce development boards, advisory committees and the greater Lansing community including industry partnerships with regards to issues of program development and service delivery. Must demonstrate a commitment to the diversity of a multi-cultural population, as well as work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| FS9642, FA9685, FF9743, FF9908, FFY992, FF9907, FF9769, FF9765, FF9741, FF9779, PFARCH, PFAEET, PFCIVIL, PFBLDT, PFHVAC, PFTECH, PFELTE, EPFBLD, PIELTE, PLBLDT, PLHVAC, PIELTE, SSUTE2, SSBLD2,  |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 35% | 1 | Provides administrative leadership for the Trades Technology Programs, including but not limited to: strategic planning, program development, curriculum development, partner with industry to identify competencies required for specific industry-based certifications, research and implement identified industry certifications; identify and provide opportunities for faculty professional development including industry-based teaching certifications; development and management of articulation and transfer agreements, program review, identify relevant program accreditation opportunities and coordinate initiatives to institutionalize as well as maintain high-quality standards for current accreditations, and analyzing current trends to both continually improve program quality and the identification of new and emerging workforce needs requiring new program research, design and implementation. |
| 20% | 2 | Assist the Dean and other program directors in the development and implementation of a more flexible instructional delivery model incorporating open labs and the required technologies for the student and faculty use. |
| 15% | 3 | Responsible for Trades Technology faculty and staff scheduling and management, including oversight for hiring and other personnel actions, including timely completion of performance reviews. |
| 10% | 4 | Serve as the primary liaison with external agencies and departments with regard to Trades Technology Services programs Assists in the development and growth of external relationships with industry and academic partners. Establishes new programs and relationships in coordination with TTS staff. |
| 10% | 5 | Responsible for budgeting functions at both the college level and grant project level, budget preparation, budget management, as well as management and oversight of program facilities and equipment. |
| 5% | 6 | Responsible for overall student management within the program |
| 5% | 7 | Other duties as assigned |
|  | 8 | Type here |
|  | 9 | Type here |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Knowledge:* In-depth knowledge of relevant academic disciplines and practical learning/instructional procedures and practices
* Knowledge of current technologies as they relate to both instructional and administrative practices
* Knowledge of budget planning and implementation
* Knowledge of LCC software systems and access requirements
* Knowledge of process development and improvement
* Knowledge of employee contracts
* Knowledge of instructional procedures and processes
* Knowledge of diversity, equity, and inclusion procedures and policies
* Knowledge of financial processes and policies
* Knowledge of human resource processes and policies
* Knowledge of Higher Learning Commission procedures and processes
* Knowledge of school-to-work programs including apprenticeships, internships, and co-ops

Communication* Mediation and conflict resolution skills
* Effective interpersonal communication skills
* Ability to interpret and translate information and communicate it to others
* Ability to communicate effectively verbally and in writing (to inform and influence others)
* Ability to interact with employers and industry leaders of applicable agencies
* Values, trusts, and respects colleagues, students and industry partners

Problem Solving* Effective team-building, coaching and counseling skills
* Ability to make independent decisions
* Ability to analyze data to develop new techniques and processes
* Ability to evaluate division operational needs and formulate solutions that can be implemented within college systems
* Ability to analyze situations and resolve them based on law, contracts and/or College practice and procedures
* Ability to find creative solutions to human resources problems
* Ability to evaluate situations, analyze problems, identify obstacles, evaluate and prioritize alternatives, draw conclusions, and implement creative and appropriate solutions

Leadership* Ability to lead divisional policy development and implementation
* Ability to lead participatory development and improvement of processes
* Model concepts of customer service
* Model ethical and professional behavior, especially confidentiality of information
* Ability to work effectively with a diverse community
* Team building skills to build a cohesive and integrated program
* Ability to work effectively with a diverse community
 |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** Bachelor’s Degree from a regionally accredited college or university OR Associate’s Degree from a regionally accredited college or university and three (3) years of work related to Trades Technology (TT) programs including the Electrical program, Lineworker program, Heating, Ventilation, Air Conditioning (HVAC) program, Architectural Technologies, Civil Technology, Building Construction, or Construction Management.
* Demonstrated experience and/or knowledge within the Trades Technology (TT) programs including the Electrical program, Lineworker program, Heating, Ventilation, Air Conditioning (HVAC) program, Architectural Technologies, Civil Technology, Building Construction, or Construction Management program areas
* Prior experience leading or managing projects.
* Experience working within a team environment
* Demonstrated management, supervisory, or leadership experience

**Preferred*** Graduate degree in an Trades Technology (TT) programs including the Electrical program, Lineworker program, Heating, Ventilation, Air Conditioning (HVAC) program, Architectural Technologies, Civil Technology, Building Construction, or Construction Management related area of study.
* Teaching experience in a post-secondary educational setting.
* Grant management experience
* Successful professional experience (or several years’ progressive experience) in complex institutional organizations, preferably post-secondary education institutions
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Shon’ta Dwyer **Supervisor’s Signature:** \_\_\_\_\_\_ **Date:** \_\_\_5/31/2024\_\_\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_\_\_\_\_\_ **Date:** \_\_\_5/31/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_ **Date:** \_6/5/2024\_\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9680 **Date:** **5/16/2024 Supervisor’s Position #:** FA9992

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[x]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises