Job Title: Vice President for Economic Development

Job Code: 10104

**JOB SUMMARY**

The Vice President for Economic development is responsible for planning, administering and evaluating economic development services to include supervision and leadership in the activities of personnel as related to economic development.

**MAJOR DUTIES**

- Plans and organizes the daily operation of the department to include some or all of the following: evening course work, continuing education, off campus activities, industrial projects, customized training and other adult education to meet the technical college's mission;
- Ensures compliance with institutional accreditation criteria;
- Assists community leaders in the recruitment of new businesses and the expansion of existing businesses within the service area;
- Develops partnerships with businesses, industries, agencies, schools, churches and community organizations to make community and economic development programs accessible;
- Develops and implements an education plan to ensure staff, space and material are adequate to comply with federal and state guidelines;
- Conducts industry job/training analysis. Plans and designs performance-based training for Quick Start project companies;
- Participates in the strategic planning process of the technical college;
- Promotes, develops, provides instruction and administers adult staff development and pre-employment training programs in a technical college or industrial setting;
- Promotes the technical college by directing media relations efforts and managing press conferences;
- Requests funds and approves expenditure of funds for economic development staff development efforts;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

**COMPETENCIES**

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Knowledge of state continuing education training operations
Knowledge of customized training operations
Knowledge of economic development practices
Knowledge of accreditation standards
Skill in working cooperatively with community leaders, students, faculty and staff
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

**MINIMUM QUALIFICATIONS**

Bachelor's degree *and* Seven (7) years of work related experience

OR

Master's degree *and* Three (3) years of work related experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.