



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE:..... Manufacturing Training Manager _____

DEPARTMENT: Economic Development Center _____

PERSONNEL GROUP:..... _____

POSITION GRADE:..... Min 28 / 0 - \$47,163.00 _____

POSITION STEP: _____

EMPLOYEE NAME: _____

POSITION REPORTS TO: Jose F Reyes _____

REVISION APPROVED BY: _____

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: _____

EDUCATIONAL REQUIREMENTS:

Bachelor's degree, MBA or MPA degree preferred.

BASIC FUNCTION AND RESPONSIBILITY:

Provide leadership; apply project management knowledge, tools and techniques; planning, technical and interpersonal skills to develop a satellite training center for manufacturing in Webb County as part of Strategy Two of the WIRED Initiative and the Rio South Texas College Alliance for Manufacturing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Lead the process of asset mapping and identification of training needs and manufacturing potential in the development of a light manufacturing program for Laredo Community College.

Conducts program research and preparation of reports to lead to a formal light manufacturing program for the South Texas area.

Manage, supervise, schedule, and coordinate training staff in the development and delivery of customized training programs to partners.

Monitor financial and programmatic compliance of training grants and contracts that will reinforce the development of a light manufacturing program in full compliance of industry certification.

Perform all necessary administrative function required to both comply with DOL guidelines and Texas Higher Education Coordinating Board rules and regulations.

Assist South Texas College Regional Manager in business matters regarding the Laredo Community College budget. That includes billing, account reconciliation and any other activity associated with the obligation of the funds and budget exercise.

Travel, as needed, to attend meetings, conferences or provide oversight and assistance with other WIRED team members.

Participate in staff hiring and evaluation process.

EXPERIENCE:

3 years work experience in the manufacturing industry, workforce development or in a related field. Training, supervisory and management experience.

SKILLS, KNOWLEDGE, ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent interpersonal, communication and organizational skills.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, managers, clients, customers, and the general public.
- Capable of working on several projects at one time.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Bilingual and bicultural living experience is desirable.
- Experienced in the use of personal computer software including Office suite.

LICENSES/CERTIFICATES:

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 1-25 or 26-50 pounds.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area, and in factory, warehouse and training laboratory environment with limited air conditioning.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to work at a different college work site or campus as needed.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date