

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director of Workforce and Economic Development	Range: 32 (CL)	Management Schedule
Date Revised:		Date Approved:	July 25, 2017

THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD

PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Educational Services and Technology, the District Director of Workforce and Economic Development provides vision and leadership for development and coordination of the District's career/occupational/vocational programs; develops partnerships and linkages with business and industry; coordinates programs with K-12 districts and four-year colleges and universities; and implements state, federal and private workforce related programs and grants.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the development, acquisition, and management of external funding opportunities; identifies resources, which meet funding needs and are consistent with the District's mission and goals. Develops, implements and administers policies, program sustainability and performance strategies with the economic development programs.
2.	Develops educational partnerships with the community, including business, industry government, labor, education and other community and statewide agencies.
3.	Researches grant programs and prepares grants for special projects and programs; coordinates and facilitates the development of proposals; plans and develops grant proposals and/or responses to requests for proposals; oversees budgets of special projects; reviews and reports progress on grant programs.
4.	Provides leadership in collaboration with Local, State and Federal government agencies to determine the demand for current and emerging occupations and works with the State on workforce development initiatives. Represents the District in workforce development educational programs and services to the State Chancellor's Office, local, state and federal agencies, business and industry, and other relevant external workforce organizations.
5.	Provides leadership on behalf of the District in working with public and private sector organizations to advance workforce opportunities for the District and link instructional programs to industry sector workforce needs and private sector.
6.	Promotes the development of innovative instructional and support programs to meet the workforce needs of a diverse student population.
7.	Works collaboratively with college administrators and faculty to establish an appropriate response for businesses needing staff development, training and workforce education. Develops new and related programs and maintains established programs in coordination with deans, faculty and students.
8.	Develops, coordinates and monitors state, federal and private workforce projects and grants.

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9.	Represents the District regionally and statewide on boards, commissions and organizations related to workforce development and CTE.
10.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
11.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
12.	Performs other duties as assigned.

WORKING RELATIONSHIPS

The District Director of Workforce and Economic Development maintains frequent contact with students, faculty, staff, management, the community, various departments, local governments and outside agencies.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution.

Three (3) years of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to 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 their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Five (5) years of full-time administrative experience, formal training or leadership in an area related to workforce, economic and community development and grants.

Experience in managing and leading diverse personnel in team building, conflict resolution and team projects.

Resource development experience with grants.

Teaching experience.

Sensitivity and commitment to the crucial role that diversity and pluralism play in a community college.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.

Knowledge of planning, implementing, administering, and evaluating programs and services.

Knowledge of employing, supervising and evaluating staff members.

Knowledge of developing, managing and administering complex budgets.

Knowledge of shared governance principles, recognize the importance of the democratic process and foster open communication among all divisions, programs and services; adhere to principles of trust, teamwork and collaboration.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

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Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize, coordinate, manage and expedite projects related to assignment.
Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit instructional sites; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.
