CLASS TITLE: DIRECTOR, REGIONAL CONSORTIUM

BASIC FUNCTION:

Under the direction of the Executive Vice President, Educational Services, lead and serve as primary point of contact for the South Central Coast Regional Consortium (SCCRC) to support the fiscal related efforts with Santa Barbara Community College District (SBCCD) and other regional consortium member organizations associated with the Doing What Matters (DWM) initiatives.

REPRESENTATIVE DUTIES
(The delineated are not all inclusive but represent the general scope and nature of the functions assigned to this position):

Coordinate the development, writing and update of the Strong Workforce Program (SWP) regional plan; facilitate implementation of DWM initiatives (Career Technical Education (CTE) Enhancement Funds (EF), SWP, CTE Data Unlocked, and other efforts) in the region and with other regional consortia, Sector Navigators (SNs), and Technical Assistance Providers (TAPs) in the state.

Works collaboratively with CEOs, CIOs, CSSOs, CTE deans in the region and the Chancellor's Office to provide leadership and strategic direction to the South Central Region.

Convenes and coordinates regional, sub-regional and local meetings and collaborations to align CTE and workforce development efforts with community colleges and other stakeholders.

Reviews, updates and implements the regional program recommendation process.

Coordinates the regional planning for the development of overall goals, objectives and sector strategies for the region and the implementation of the regional governance structure.

Work with the co-chair in the onboarding of new CTE administrators and college leadership in the region.

Work with co-chair, grant coordinator, and others on regional grant writing and reporting, regional project planning, monitoring, tracking and reporting, responding to Chancellor’s Office data calls and information requests, developing regional systems and processes for data gathering and decision making.

Facilitates all regular and special SCCRC meetings, including meetings at California Community College Association for Occupational Education (CCCAOE); helps prepare agendas and decide on meeting handouts; coordinates meetings with the co-chair; reviews minutes of all meetings; participates in weekly phone meeting with the co-chair and others.

Attends Chancellor’s Office and in-person Regional Chair meetings as needed; coordinates with the co-chair regarding attendance to statewide meetings; reports on all meetings, along with the co-chair, to the SBCCD Executive Vice President as the supervisor-of-record with the Chancellor’s Office.
Facilitates SWP SCCRC Steering Committee, along with the co-chair, as a non-voting member; develops agenda and other associated documents; reviews minutes of Steering Committee meetings; works with the co-chair and coordinates with the grant coordinator and website administrator to ensure that documents such as minutes and SWP procedures are posted to the website as soon as completed in final form.

Attends Deputy Sector Navigator (DSN), TAP and college meetings as needed; coordinates with the co-chair as to who should attend meetings to represent the chairs; reports on meetings, along with the co-chair, to the SCCRC group.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced principles, practices, methods, and techniques of program, administrative and organizational analysis, and planning and management;
Principles, practices, and methods of budget development and management, and grant tracking and monitoring;
Principles, practices, and techniques of group process facilitation and consensus building;
Sound business communication principles and practices; research methods, and analysis techniques;
Advanced research and presentation methods, principles, practices, and tools; and data analysis techniques;
Federal, state, and local laws, regulations, and court decisions applicable to programs and areas of responsibility, including grant funding regulations, and program guidelines/requirements;
Local economy and labor market data, trends, and resources;
Principles and practices of complex project development and management;
Education, government, and community resources available to students and other participants;
Principles and practices of economic development, including strategic planning for economic development, business development, and capitalization, e-commerce, and business attraction and retention;
Regional, state, national, and global industries, and sub-cluster industries, and associated economic and workforce needs.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
Basic public relations techniques.

ABILITY TO:
Plan, direct, manage, coordinate, integrate, and monitor a highly diverse portfolio of complex economic development programs, and initiatives to achieve the program/project goals, objectives, timelines, and deliverables of a multi-year period;
Define complex management, fiscal, budget, and strategic planning issues, perform difficult analysis and research, evaluate alternatives and develop sound conclusions and recommendations;
Analyze regional economic and workforce trends, gather data, and develop and recommend strategic economic development and workforce initiatives on behalf of SBCCD and the other consortium

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member organizations;
Present information, conclusions, and recommendations clearly, logically, and persuasively to both internal and external program stakeholders;
Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials;
Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines;
Establish and maintain effective working relationships with District administrators, management, staff, community organizations, state, and federal agencies, funding partners, local employers, business and industry organizations, the public, and others encountered in carrying out the responsibilities of the position.

EDUCATION AND EXPERIENCE:
Graduation from a four-year college or university with a major in business, public administration, economics, or a closely related field; and at least seven years of progressively responsible program development, implementation, and administration experience, at least three in a program management capacity.

LICENSES AND OTHER REQUIREMENTS:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.