

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## Management Class Specification

### **DISTRICT EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT AND CONTRACT EDUCATION**

#### **MANAGEMENT RESPONSIBILITY**

The Executive Director, Economic Development and Contract Education, is a position designated by the Board of Trustees of the Chabot-Las Positas Community College District reporting to the Vice-Chancellor for Educational Services and Planning. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

#### **GENERAL DESCRIPTION**

Under direct supervision of the Vice-Chancellor, the Executive Director, Economic Development and Contract Education is responsible for the formulation, development and implementation of plans, budgets, staffing, technology, performance management, and economic development programs and projects to strengthen the Chabot-Las Positas Community College District and the communities which the District serves. The Executive Director directs all aspects of programs and will identify new and expanding funding sources for the Economic Development and Contract Education unit. This unit is an integral part of the District's economic and workforce development efforts, including the efforts of the District's two college campuses on the development and delivery of training and consulting services provided directly to business and industry. As such, the Executive Director will work collaboratively and cooperatively with other economic and workforce development programs and initiatives within the District and the region, to bring a comprehensive solution offering to the District's clients. The Executive Director is charged with generating revenue to cover salary and benefit expense of the position.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

The District Executive Director, Economic Development and Contract Education, will:

1. Provide district-wide leadership for the development of projects and activities associated with economic development, including, but not limited to, developing regional labor market information useful for program development, securing resources through grants and other awards to implement new and revised programs, and identify appropriate marketing strategies;

2. Maintain, strengthen, and increase partnerships with local and regional business and industry to ensure mutually beneficial ties between the District and business and industry;
3. Coordinate the application of economic development policy, procedure, and practice with the colleges;
4. Serve as program director for Occupational Safety and Health Administration Training Institute (OSHATI) to include direct supervision of the program manager;
5. Strengthen apprenticeship program through district-wide apprenticeship development, coordination, and management;
6. Serve at a Transit Educational Center as an onsite administrator that provides service and support to users;
7. Prepare required reports, studies, and recommendations to enhance economic development activities;
8. Prepare and administer the program budget for economic development and contract education;
9. Participate routinely in the district-wide planning committees to provide resource information useful for strengthening the colleges' occupational programs;
10. Provide overall direction, supervision, and evaluation for staff assigned to economic development and contract education activities;
11. Facilitate evaluation processes and other accountability activities pertinent to economic development programs to ensure quality;
12. The Executive Director, Economic Development and Contract Education assume responsibility for program development and management for programs that directly support the Contract Education Department. It will be the responsibility of the Executive Director to identify and secure new and expanding funding sources in support of these programs. Representative duties and responsibilities are organized in seven major areas: Business Climate, Program Development, Program Management, Personnel, Interpersonal Business Relationships, Records and Reports, and Other Duties as Assigned;
13. **Business Climate** – Measures of success for this area of work will include a report developed in collaboration with other economic and workforce development programs and initiatives within the District and the region that is initiated annually and updated quarterly and is reflective of trends and key markets:

Develop and maintain a working knowledge of the business climate and economic and workforce development trends in the District and the region to ensure Contract Education is responding to the market with appropriate programs and services;

Analyze, and evaluate market segments using a variety of data sources, to identify markets that hold the highest potential for Contract Education success; and

Work collaboratively to ensure Contract Education is able to effectively market and sell new programs to business, industry and government clients.

**14. Program Development** – Measures of success for this sector of work will include financial goals being met:

Respond to current business and industry needs, and identify and develop workforce and economic development grant opportunities;

Collaborate with other economic and workforce development programs and initiatives within the District and the region to identify and develop new programs and services to meet current business and industry needs;

Monitor and evaluate on-going program development activities to ensure program quality;

Establish and maintain collaborative working relationships with college departments, other community colleges in the region, other educational institutions, community-based organizations, and workforce development agencies.

**15. Program Management** – Measures of success for this sector of work will include financial goals being met:

Assume Program Director role and manage all aspects of grant implementation upon successful grant awards;

Manage all aspects of program delivery for major accounts identified by the Chancellor.

Monitor and evaluate on-going program management activities to ensure program quality.

**16. Personnel** – Measures of success for this sector of work will include the development of a highly effective and competent staff and quality instructors and consultants based upon client-identified characteristics and feedback:

Identify personnel needed, i.e., Contract Education assigned employees, and contracted instructors and consultants. Recruit, hire, educate, motivate, and evaluate personnel; Plan, assign, direct, and monitor employees' and contracted employees' work and contributions to ensure departmental and individual goals are achieved;

Provide oversight in the organization and coordination of the various elements associated with training and services delivery including, but not limited to, tasks such as: scheduling facilities, confirming instructors, identifying training materials, registration procedures (if applicable), and ensuring that program evaluations are completed.

17. **Interpersonal Business Relationships** – Will be measured through feedback from colleagues, staff reporting to Executive Director Position, Chancellor and other senior-level administrators, and clients:

Relate to others in an open and accepting manner by demonstrating an awareness of and consideration for the opinions, beliefs, and feelings of others;

Develop cooperative working relationships with colleagues, office staff, Chancellor, and other senior-level administrators;

Develop business relationships with key stakeholders from a broad range of functions and levels.

18. **Records and Reports** – Measures for success will include an established budget, a monthly budget report that reflects variances and resolutions, a monthly project status report that reflects progress on program development activities, and miscellaneous documents/logs/reports (e.g., business expenses and activity reports):

Develop and monitor Contract Education Program Development budget to ensure department goals are met. Resolve budget variances;

Maintain accurate records of activities to ensure service quality including but are not limited to: business expenses, weekly activity reports, and monthly project status reports;

19. Other duties as assigned by the Chancellor. Measures for success to be determined as duties are assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

Qualified candidates will possess a Master's degree from an accredited college or university in an area related to the responsibilities of this position. Five years of experience in economic development and program management.

### Knowledge, Skills, and Abilities:

1. Evidence of successful work experience of increasing responsibility and demonstrated abilities that include the following:

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff;
3. Success in securing appropriate outside funding sources to support economic development activities;
4. Experience working with local, statewide, and national agencies responsible for providing selected economic development programs that apply to educational institutions;
5. Knowledge of a variety of technologies to enhance efficiency, customer service, and office operations;
6. Knowledge of research techniques to acquire information concerning the training and educational needs of business and industry firms in the area as well as public organizations such as cities, special districts, and the county;
7. Demonstrated knowledge of the principles and methods of program development and management at the college level, including but not limited to the development and management of Apprenticeship programs;
8. Extensive and successful experience in respectful and sensitive communications with people at all levels within organizations, who are diverse in their cultures, language groups, and abilities;
9. Demonstrated experience in the application of principles and methods of grant development and management in workforce development and/or economic development arena;
10. Demonstrated oral and written communication skills, including persuasive public speaking;
11. Budget management, including statistical and financial reporting;
12. Demonstrated success in working with representatives from governmental agencies and educational institutions;
13. Experience working in a team environment to accomplish the goals and priorities
14. Demonstrated knowledge and effective use of current technology and software applications;
15. Ability to serve as an effective representative of the District.

License:

Possession of a valid California Driver's License is required. The District Executive Director, Economic Development and Contract Education must be able to provide his or her own transportation to perform work-related duties.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

Recommended to the Board of Trustees: June 24, 2008  
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Job Family: Classified Administrator/Management