



Executive Director, Economic Development & Corporate Training

Classified Range: 25

Board Approved: 06/13/2017 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Executive Director, Economic Development & Corporate Training will support the plans developed by the district colleges and work within the Inland Empire region to promote economic and workforce development. In fulfilling this assignment, the Executive Director will serve on multiple committees and assist in various capacities to provide leadership and guidance for the coordination, development, marketing, delivery, and management of Economic Development, Corporate Training, Technology and Strategic Partnerships.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Secures funding and manages the Corporate Training & Contract Education programs offered through EDCT>
2. Serves on regional and state-wide committees to advance workforce and economic development initiatives that promote and support the mission of the District.
3. Serves as a member of the district-level standing and ad hoc committees associated with economic development, workforce development, community development and career technical education to strengthen the collaborative relationship between EDCT and the colleges.
4. Manages special initiatives sponsored through the State Chancellor's Office such as Deputy Sector Navigator, IDRC training grants, and supports College K-12 grants and partnerships related Secondary Education to Post-Secondary Education Career Pathways projects as developed through campus' local shared governance processes.
5. In collaboration with faculty, provides leadership in the District for securing Strong Workforce Program (SWP) competitive funding through the Inland Empire/Desert Region Consortia and provides support to campuses/faculty implementation of SWP local share funding as appropriate.
6. Interacts with public and private employers to develop major grant partnerships, apprenticeship programs, promotes Strong Workforce job development initiatives, and apprenticeship programs that have been approved through campus' local curriculum processed.
7. Effectively meet community and industry needs by developing and coordinating contract and not-for credit, partnerships on behalf of EDCT, and provide support to college faculty who are developing non-credit and for credit programs when requested.
8. Provides leadership in the management, coordination, marketing, and delivery of contract training programs offered through EDCT.
9. Provides leadership in the preparation of program review documents and establishes planning and budgeting priorities for the department.



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10. Responsible for the submission of all reports related to managed programs and implements strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the department.
11. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
12. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Corporate training, professional development and community education programs.
- State Chancellors Office Strong Workforce Program.
- Title V and college governance.
- Coordination and management of contract education credit, non-credit and not-for-credit programs in a community college setting.
- Regional, state and federal grant request and administration procedures.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation, management, administration and reporting.
- Proficiency with computer skills including, but not limited to, word processing, spreadsheets, email and database.
- Methods and techniques in advertising and marketing.
- Principles and practices in designing, developing and implementing effective, integrated programs and services.
- Personnel management, supervision and evaluation.
- Oral and written language skills to prepare reports and professional correspondence.
- Principles of supervision, training and human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.
- Pertinent federal, state, and local laws, codes, and regulations relating to the program area.
- Dynamics of a culturally and economically diverse community, its education and retraining needs.
- Methods and techniques in advertising and marketing.
- Knowledge of designing, developing, and implementing effective, integrated programs and services.

Ability to:

- Plan, direct, and control all activities of department staff.
- Develop and implement marketing strategies.
- Interpret and apply Federal, State, County and District rules, regulations, policies and procedures.
- Direct and manage assignments.
- Prepare written reports and oral presentation.
- Communicate effectively both orally and in writing.



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- Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities.
- Supervise, train and evaluate staff.
- Effectively manage resources.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn, interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for collegiality, staff, cohesiveness and other core values of the institution.
- Demonstrate professionalism, fairness, honesty, courtesy, patience and tact in all aspects of the performance of duties and working relationships.
- Provide leadership based on ethics and principles as they relate to adult education program services, functions and operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare, manage, and report budgets, including grant reporting compliance.
- Lead and direct the work of others to create a team atmosphere.
- Communicate effectively, both orally and in writing, while giving presentations, instructions, and explanations to individuals, and small or large groups notably when connecting to improve the skills of the community.
- Demonstrate the understanding of, sensitivity, and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for collegiality, staff cohesiveness and the other core values of the institution.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- A Master's degree from an accredited college or university or equivalent combination of education and experience.



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Required Experience:

- Three (3) years of experience in the area of contract education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.