

DIRECTOR, ECONOMIC DEVELOPMENT & CORPORATE TRAINING

*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.*

This is a full-time categorically funded position and is contingent upon the availability of funds and “life of the grant”.

SUMMARY DESCRIPTION

The Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District (SBCCD) supports the District and its’ colleges through numerous initiatives and special projects. A related core function of EDCT is to respond to the workforce training needs of public and private sector employers. Under the direction of the Executive Director of Economic Development and Corporate Training (EDCT), the Director will coordinate the activities of staff to fulfill the tasks associated with these initiatives. In addition, responsibilities include not-for-credit program development and implementation; budget monitoring and oversight; grant compliance; generation of reports; and the coordination and management of sub-contracts and independent contractors. As a result, the Director may also be assigned responsibility for creating, managing, marketing, and delivery of fee-based training programs, seminars and workshops including contract education programs offered through the department to businesses and community based organizations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops relationships with members of the community to promote collaborative partnerships and additional grant opportunities.
2. Assists in the coordination of economic development programs for the District, working in collaboration with the two colleges to ensure programs and services effectively meet community needs.
3. Responsible for managing assigned department and provides supervision to staff, instructors and professional experts working in designated area.
4. Works in consultation with senior staff to prepare program review documents and establishes planning and budgeting priorities.
5. Monitors and evaluates program compliance, maintains accurate records, and tracks services provided through grants, contracts and special initiatives.
6. Develops and generates statistical data and reports for the completion of narrative reports as required.
7. Plans, implements, and maintains compliance with the work-plan objectives, activities and deadlines of all grant funded projects.
8. Generates adequate funds through contracts and grants to fully support the continuation of the assigned program and department staff.
9. Research, develop and submit training and grant proposals as necessary.
10. Develops and implements accountability procedures and systems.
11. Convenes meetings with constituents and attends all stakeholder meetings and conferences relating to assignment.
12. Responsible for evaluating the workforce training needs of public and private sector employers in our service area by working with various business sectors and industrial clusters.
13. May direct the development, outreach and marketing of short-term contract education training programs including seminars and workshops consistent with the needs of the district and regional

employers.

14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. Serves as a representative on district-wide committees.
16. Performs related 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:

Operational characteristics, services, and activities of a contract education program.

Principles and practices of administering and monitoring grants.

Grant regulations and requirements including restrictions and financial reporting requirements.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of project management.

Principles of supervision, training, and performance evaluation.

Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Programs.

Workforce training programs in a public college environment.

Principles and practices in the development and implementation of marketing strategies.

Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.

Methods and techniques of data collection, research, and preparation of reports.

Principles and procedures of record keeping.

Ability to:

Oversee and participate in the management of a comprehensive contract education program.

Plan and organize seminars, training programs, and activities.

Create and maintain project budget from overall financial plans through the use of computer base spreadsheets.

Oversee, direct, and coordinate the work of lower level staff and participate in the selection, 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.

Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.

Prepare and present comprehensive, concise, clear oral and written reports and presentations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provides leadership based on ethics and principles as they relate to grant management functions and operations.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

1. A Bachelor's degree from an accredited college or university.
2. Three (3) or more years of experience in grants management, budget management and/or workforce development management.
3. Knowledge of practices, training program development, marketing and contract management for workplace training and education programs, or experience in developing, marketing and implementing training programs either internally or externally.
4. Strong communications skills (written and verbal) and the ability to present complex information to diverse audiences.
5. Knowledge 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.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Region IX students, faculty, staff and community.

Special Requirements:

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a valid California Driver's License.

Preferred Experience:

1. A Master's degree in business or public administration.
2. Experience in the working with grant funded projects through the California Community College Chancellors Office and the California Employment Training Panel.

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.

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