*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

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. Under the direction of the Vice Chancellor, Training Workforce Development, Advancement & Media Systems, the Director, Workforce Development [Deputy Sector Navigator – Information & Communications Technology/Digital Media (DSN-ICT/DM)] implements the District's responsibilities under the terms of the DSN-ICT/DM grant awarded to the District by the California Community Colleges Chancellor's Office (CCCCO), Workforce & Economic Development (WED) Division. Additionally, the position reports to the Statewide Sector Navigator-ICT/DM, and develops, coordinates, and monitors education and training programs, and provides technical assistance and technology transfer services in both ICT and DM to all community colleges and businesses located throughout the Desert Region (Region IX).

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plan, organize, and direct the activities, functions, and services of the Deputy Sector Navigator Program, including program management, staffing, budget, and general administration.
2. Implement program objectives according to timelines established in grant award from the California Community Colleges Chancellor's Office.
3. Oversee regional collaboration of community colleges, 4-year institutions, and community-based organizations providing transportation and logistics training in order to build a region-wide response to regional business needs.
4. Working in consultation works 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. Develop the annual program budget and seek resources through strategic resource sharing, grant writing, or fee for service programs.
7. Direct program design and implementation to ensure quality services provided to employers in compliance with all funding and performance contract requirements.
8. Convene Information and Communication Technologies/Digital Media meetings with key stakeholders.
9. Identify program requirements and develop methods for implementing solutions.
10. Train and supervise assigned staff as well as contract with consultants as needed.
11. Implement 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 Deputy Sector Navigator Program.
12. Represent the services of the Deputy Sector Navigator Program at required meetings and before a wide variety of constituencies, including employers, job seekers, government and community organizations.

13. Contacts Information and Communication Technologies/Digital Media related businesses to determine staffing needs and promote regional education, training, and employment solutions; create database of employers.
14. Coordinate curriculum development expertise and resources to Region IX.
15. Maintain regular contact with Information and Communication Technologies/Digital Media Deputy Sector Navigators and statewide Sector Navigator as required.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Serves as a representative on district-wide committees.
18. Performs other related duties as required

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.

- 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 – *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/Training:
- A Bachelor's degree in business or public adminsitration.

Required Experience:
- Three (3) or more years of experience in grants management, budget management and/or workforce development management.

Preferred Experience:
- A Master's degree in business or public administration.
- Experience in the development and coordination of Employment Training Panel (ETP) programs offered at community colleges.
- Experience in the working with grant funded programs and projects through the California Community Colleges Chancellor's Office.

Special Requirements:
- Willingness to work flexible hours, including evening and weekends.
- Possession of a valid California Driver's License.

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 computer laboratory setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.