

Director, Center of Excellence

DEFINITION:

The Director will oversee and provide strategic direction to the implementation of the Center of Excellence (COE) activities. The responsibilities of the position include: development and implementation of the work plan objectives; management of workforce research studies, conducting comprehensive gap analysis studies on emerging and priority sectors in the region, technical assistance to the regional consortia of community colleges; industry partnership development; monitoring and managing grant budgets; new business development; contract management; oversight for grant compliance; and generation of reports and grant proposals.

EXAMPLES OF DUTIES:

1. In partnership and coordination with the Director, Center of Excellence, oversees the planning, implementation, and compliance with work plan objectives and activities of the grants and contracts received by the COE at _____ college.
2. Conduct studies on priority and emergent sectors for the state and/or the seven macro- and sixteen micro-regions
3. Provide data and information to assist with programmatic decision making (e.g. develop, revise or retire programs) and/or grant development
4. Provide technical expertise in the review of labor market information to support applications for new programs or grants
5. Provide training and/or consultation on how to use labor market information and related tools
6. Present current research, trends and findings to field
7. Provide training and/or consultation on how to use labor market information and related tools
8. Incorporate employment outcome data and analyses regularly into studies
9. Research and collaborate statewide and nationally on best practices/ and recommended methodology for supply-demand analyses
10. Oversees and provides strategic direction to the daily operations and serve as the primary liaison with the _____ region of community colleges.
11. Supports regional community colleges' decision-making by providing them with up-to-date customized labor market data, including GIS analyses.
12. Manages and coordinates the development of comprehensive gap analysis studies on emerging and/or priority sectors and occupations, from research scoping to data collection and analysis.
13. Develops strategic business and industry partnerships on regional and statewide levels to support local college responsiveness to emerging industry and workforce needs.
14. Disseminates reports and studies to the California Community Colleges in the _____ region as well as employers, economic development organizations, and workforce partners, through presentations, webinars, newsletters and other communication channels.

15. Increases employer awareness of the business and industry programs and services available at community colleges through research partnerships, employer surveys, and presentations.
16. Provides technical assistance to community colleges, including the selection of the regional priority sectors and regional strategic planning to address regional employer needs.
17. Identifies business development opportunities, secures research related contracts, and participates in partner projects.
18. Ensures successful implementation of the contract based projects, from scoping of the research to the final product.
19. Directs staff of the regional COE and coordinates their activities and schedules.
20. Collaborates with other COE Directors on projects and resources.
21. Serves as the COE representative to the statewide and regional meetings and participates in the Initiative-level marketing campaign.
22. Manages outside contractors and services associated with the COE as appropriate.
23. Prepares financial and narrative reports, grant proposals, grant renewal documents and maintains accountability.
24. Evaluates and manages budget transactions for compliance with the terms and conditions of the grants and seeks approvals for the necessary modifications to the work plan and grant objectives from the state Chancellor's Office.
25. Coordinates and manages program review and data collection in accordance with the terms and conditions of the grants and serves as the liaison with the outside evaluator.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree PREFERRED BUT NOT REQUIRED plus a minimum of three years of relevant experience in the collection, analysis, interpretation and dissemination of labor market information
- Minimum of three years demonstrable experience in all of the following:
 - The development and analysis of surveys, statistical studies, and other methods of projecting and validating local, regional and/or state labor market needs, trends and projections
 - Proper control and review of data for accuracy and reliability
 - Use of the available public and/or proprietary sources of labor market information to produce state-of-the art labor market reports
 - The creation of professional reports disseminated through multiple channels
 - Providing information and analyses used in the improvement of Community College programs, offerings, strategies and decision-making
 - Working closely with college faculty, deans, administrators and leadership at community colleges and regional consortia

DESIRED QUALIFICATIONS

- Bachelor's degree or higher in:
 - Business administration or management
 - Public policy/public administration
 - Economics
 - Related fields of study
- Familiarity with compiling, analyzing and filtering data, translating the data to identify critical workforce needs and growing industries.

KNOWLEDGE AND ABILITIES

Knowledge:

Considerable knowledge in research methodologies, analysis and report writing, project management, marketing and fiscal reporting methods as used in California government agencies, schools, or colleges. Knowledge of computer software programs, such as spreadsheets, statistical analyses, databases, and presentation software. Must be familiar with planning, implementing, administering, evaluating and offering workforce training programs in a college environment.

Abilities:

Ability to manage major projects breaking them down into: task definitions, task assignments, task completion measures and defining when task follow up is needed. Ability to create and maintain project budgets from overall financial plans through the use of computer based spreadsheets; prepare written reports and oral presentations; communicate effectively both orally and in writing; develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities; and supervise, train and evaluate staff.

SPECIAL REQUIREMENTS

Willingness to work flexible hours, including evening and weekends. Possess and maintain a valid and clear California Driver's License and provide own transportation for travel to off-site meetings and conferences. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from meetings.

This position is categorically funded and the position will conclude when the funding expires.