

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Regional Director FOR THE ADVANCED TRANSPORTATION AND LOGISTICS SECTOR (categorically funded)

FLSA STATUS: EXEMPT

BASIC FUNCTION:

The Regional Director works with business and industry, colleges and other stakeholders to help create career educational opportunities for students; proactively engages industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the *Vision for Success*, the Regional Director connects colleges with opportunities to enrich career education student success through relationships with business and industry, assists faculty and programs to increase student employability, and facilitate access to resources.

REPRESENTATIVE DUTIES:

Build and Manage Industry Partnerships: *E*

- Identify industry priorities through industry data, labor market data, LaunchBoard, and Centers of Excellence research, focusing on:
 - Supply/demand gaps that can be filled by the colleges
 - Skills gaps that can be filled by the colleges
 - Market and technology trends that are impacting workforce requirements
 - Economic and policy drivers that can be leveraged in workforce development
 - Key industry players such as associations and major employers
 - Key community college programs in the region that can be leveraged
- Cultivate regional industry advisory councils with the following functions:
 - Engage major employers across the regional labor market
 - Develop a common understanding of supply/demand and skills gaps
 - Initiate and manage industry engagement with faculty and administrators
 - Convene regional collaborations to facilitate faculty and industry joint actions
 - Facilitate sustainability of regional collaborations
- Conduct additional research as required:
 - Convene industry focus groups on specific occupations or initiatives
 - Attend conferences and seminars to expand knowledge of industry priorities
 - Arrange primary research to inform curriculum development
 - Convene sector-specific groups specific faculty groups

Develop Initiatives to Enrich Student Success: *E*

- Develop and execute a regional sector strategy

- Engage industry stakeholders, the Sector Navigator, and other regional directors in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
- Involve external stakeholders such as: workforce boards, regional economic development groups, non- profit groups, K-12, and others
- Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
- Involve internal stakeholders, such as; administrators, CTE faculty, and others
- Create program enrichment proposals for consideration by the colleges:
 - To increase enrollment
 - To build or enhance Guided Pathways
 - To bridge supply/demand gaps Incumbent worker noncredit, or not for credit programs.
 - To bridge skills gaps
 - To align with regional industry priorities
 - To align with industry-recognized credentials
- Assist colleges in executing successful initiatives:
 - Assist colleges and programs with market intelligence information
 - Coordinate sector focused faculty professional development
 - Infuse current industry expertise into curriculum development
 - Build CTE faculty communities of practice
 - Leverage funds to support initiatives

Leverage Statewide and Regional Resources: *E*

- Align regional initiatives with statewide sector strategies
- Collaborate with the statewide Sector Navigators and other regional directors in developing initiatives
- Work with the IEDRC Regional Coordinator and Center of Excellence to integrate initiatives into the regional plan/strategy
- Match new funding opportunities to appropriate initiatives and colleges
- Assist in identifying adjunct instructors within industry
- Provide resources to convene colleges in communities of practice
- Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

Perform Grant and Fiscal Management: *E*

- Participate in sector strategic planning and professional development (e.g., on-boarding, “All Hands on Deck”) meetings scheduled by the Sector Navigator, Regional Consortium or State Chancellor’s Office.
- Implement the work plan activities and perform normative and summative assessment to determine effectiveness in achieving objectives and outcomes, and impact on metrics.

- Monitor expenditures and perform budget planning to forecast spending in order to ensure that grant funds are spent on allowable expenditures and that all funds are spent by the end of the grant period.
- Submit reports on time and as required by the State Chancellor’s Office.
- Submit requests for budget modifications or extensions in a timely manner and as requested State by the Chancellor’s Office.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced transportation and logistics technologies current needs, future trends including political and economic ramifications.
California Community College Workforce and Economic Development Programs.
Group processes and group facilitation strategies.
Planning and resource allocation processes.
Federal programs and state regulations related to grant funded programs.
Analytical, organizational, planning, and administrative processes.
Principles and practices of supervision.
Current computer software and equipment necessary for the daily operations of the programs.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.
Provide services to industry through facilitation of initiatives designed to increase economic development of the sector and promote workforce development activities.
Plan, organize and direct the implementation of grant activities
Work with low-income and diverse populations
Compile, verify data and prepare reports
Assess Industry needs and develop timely deliverable solutions that meet regional needs.
Simultaneously manage various projects, tasks, and directives in various states of completion.
Monitor and manage specialize budgets.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Prepare and deliver oral presentations.
Supervise and direct assigned staff.
Evaluate staff including educational staff.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Bachelor’s Degree from accredited college or university and a minimum of four years of responsible professional experience in advanced transportation technology or related field, including management and/or creating and implementing related industry and workforce education and training programs.

Must have sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Office environment; subject to constant interruptions, may require driving from site to site to conduct work.

Position requires hearing, moderate lifting, bending and reaching above shoulder, sitting or standing for extended periods, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.