

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Grants/Economic & Workforce Development	Range: 21 (CL)	Management Schedule
Date Revised:		Date Approved:	5/26/2015
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities to advance the college's mission, strategic goals, and Educational Master Plan through external grant funding sources and the development, improvement and operation of the economic and workforce development areas such as Internships, Career Transitions and Perkins grants.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Promotes and coordinates a variety of economic and workforce development programs and special projects including work experience, internships, job placement, career fairs, resume work shops, interview skills workshops, and advisory committee coordination. Develops and coordinates contract education for business and industry and specially funded projects for employment training, skills development and recruitment; arranges for the development of promotional materials and college publications.
2.	Serves as a leader of, and advocate for the college within the business community.
3.	Creates a positive campus climate and works with the community, business, industry and other educational institutions to promote and foster innovation in the area of grants, and economic and workforce development; contributes to the development and implementation of coordinated outreach, marketing and public relations related to economic and workforce development programs and services.
4.	Works collaboratively and develops partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry.
5.	Provides leadership and advocacy to enhance innovation and participation in issues related to economic and workforce development to ensure student success.
6.	Disseminates information about the availability of external funding; communicates with faculty and administrators regarding grants relevant to their area; provides information concerning specific funding sources; coordinates timelines and protocol for grants.
7.	Provides direction for the development of new programs, including contribution to the development or redesign of curriculum and coordinates program approvals with Career Transitions, Perkins grants, and the State Chancellor's Office.
8.	Provides leadership in the administration, organization and development of assigned goals and objectives by leading the planning, organizing, scheduling and directing of the development of grants information and oversight of grant writing activities; assures compliance with applicable federal, state and local laws and regulations, District policy and collective bargaining agreements; assures compliance with applicable contract provisions and funding requirements; actively solicits funds from a variety of sources.

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9.	Formulates and develops long and short range goals and strategic plans for the area of grants, and economic and workforce development; assures consistency of plans with other college and district plans.
10.	Coordinates program implementation and compliance.
11.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
12.	Organizes, attends or chairs a variety of administrative and staff meetings related to strategic planning, budget, advisory committees and other economic/workforce development activities.
13.	Participates in the development of the college's strategic plan, communicating the needs, goals, plans and overall role of economic and workforce development.
14.	Attends workshops, professional conferences, and trade shows for program planning and development; serves on a variety of campus, district, community and State committees; and meets with representatives of business, industry and local government.
15.	Directs the preparation and maintenance of detailed and comprehensive reports, records and files relating to program personnel, facilities and activities.
16.	Provides leadership to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; participates in programs and activities that promote a positive employee relations environment.
17.	Maintains communication with District, college, and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities; communicates the changing expectations, trends and needs of workforce preparation effectively to college personnel.
18.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes; develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District's quality and service expectations.
19.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
20.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
21.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
22.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
23.	Performs related duties as assigned.

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## **WORKING RELATIONSHIPS**

The Director, Grants/Economic and Workforce Development maintains frequent contact with students, faculty, staff, management, the community, various departments, local governments and outside agencies.

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## **EDUCATION AND EXPERIENCE**

### **Minimum Qualifications**

Bachelor's degree from an accredited college/university; master's degree preferred.

Four (4) years of experience in grant development and monitoring in economic and workforce development, education or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of advanced principles and practices of grant research, development and writing.

Knowledge of operations, services and activities of comprehensive grant development and administration, including research, proposal writing, grant supervision, monitoring, regulations and reporting.

Knowledge of methods and techniques of technical writing.

Knowledge of principles and practices of training and supervision.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to manage and direct a comprehensive grant development and administration program.

Ability to identify and respond to sensitive community and organizational issues, concerns and needs.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize, coordinate, manage and expedite projects related to assignment.

Ability to develop, prepare and administer project budgets.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

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Ability to communicate efficiently both orally and in writing.  
Ability to supervise, train and provide work direction to others.  
Ability to establish and maintain effective working relationships with others.

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**SPECIAL REQUIREMENTS**

May require a Valid California Driver's License

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit instructional sites; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.