

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR, COMMUNITY & BUSINESS RELATIONS

CLASSIFIED MANAGEMENT CLASS SPECIFICATION

*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.*

SUMMARY DESCRIPTION

Under administrative direction, assume management responsibility for the planning, development, direction, supervision, fiscal management, promotion, and evaluation of internships and a work experience program for students of Chabot-Las Positas Community College District (CLPCCD); develop relationships and work closely with outside organizations at local, state, and federal levels including but not limited to veterans' organizations, public agencies, non-profits, and local businesses to provide occupational/educational pathways that will prepare students for careers in a variety of high-demand fields; implement college services for Veterans who qualify for Vocational Rehabilitation to enhance their opportunities for employment upon completion of their educational and/or training program; ensure that internships and/or work experience opportunities are developed and made available to students attending Chabot College and Las Positas College; perform other related to duties to further enhance and ensure program success.

Reporting to the Chancellor or designee, this position will have management responsibility and authority for a pilot program to provide targeted Career and Technical Education experience for students attending either Chabot College or Las Positas College.

MANAGEMENT RESPONSIBILITY

The Director, Community & Business Relations is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the Chancellor or designee, is responsible for the satisfactory completion and coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position involves direct collaboration with administrators, faculty, and staff in planning and directing goals related to project objectives. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide leadership, manage and direct work-based learning opportunities and internships for students in high-demand career programs in coordination with the Career Technical Education (CTE) Project Manager and Work Experience Coordinator.
2. Prepare and manage budgets to track and evaluate progress toward goals.
3. Monitor and update information about employer partners' workforce development plans.
4. Partner with local business and civic organizations to solicit support for project goals related to occupational/educational and training pathways.
5. Partner with the CTE Project Manager, career program faculty, staff and community partners to implement effective industry advisory boards.

Chabot-Las Positas Community College District
Director, Community & Business Relations (Continued)

6. Work collaboratively to develop and establish new ideas and relationships and to executive employer relations activities designed to promote program success.
7. Serve as a contact person for area employers engaged in providing work-based learning internships for students.
8. Coordinate and collaborate with college faculty and staff and other appropriate individuals when a college program is identified that could benefit from employer engagement.
9. Actively support major CLPCCD workforce and economic development efforts.
10. Research a variety of employer demographic, statistical, financial, and other data for targeting, reporting, and planning purposes.
11. Participate in formulating long- and short-range goals for the CTE program, including updating the college's master plan, facilities plan, strategic plan, and other planning documents and processes; conduct ongoing program review to evaluate progress toward goals.
12. Select, train, motivate and evaluate the work of classified professionals, work-study students, student assistants and volunteers as assigned; provide or coordinate training as needed; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Serve as designated District liaison/representative and key contact for local/regional/state agencies such as Veterans Affairs, Cal-Vet, and Veterans' Vocational Rehabilitation.
14. Solve operational problems as they arise and document best practices.
15. Perform related duties as required.

MINIMUM 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:

1. Methods and techniques of leadership and management.
2. Principles and practices related to development and administration of career education programs.
3. Principles and practices of budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Community resources and support groups for Veterans and other re-entry students.
6. Specific issues faced by returning students.
7. Employer workforce needs.
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. Principles and practices of fiscal, statistical, and administrative research and report preparation.
10. Principles of business letter and report writing.
11. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
12. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment.
13. Federal and state educational assistance programs; program specific agencies and institutions.

Chabot-Las Positas Community College District
Director, Community & Business Relations (Continued)

Ability to:

1. Develop, coordinate, manage, direct, and provide effective leadership for Career and Technical Education programs and services specific to returning Veterans.
2. Plan, organize, and coordinate program activities.
3. Establish and develop collaborative, mutually beneficial relationships with various stakeholders.
4. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
5. Envision, develop, and maintain short- and long-term strategic initiatives related to area of assignment.
6. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
7. Research, compile, analyze, and interpret complex information and data.
8. Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, District, and federal reports.
9. Analyze complex issues and facilitate collaborative problem solving.
10. Plan, organize, direct, and coordinate the work of assigned staff.
11. Select, supervise, train, and evaluate staff.
12. Prepare and administer assigned budgets.
13. Understand the organization and operation of the District, College, and of outside agencies as necessary to assume assigned responsibilities.
14. Interpret, apply, and explain District and program policies and legal regulations and requirements.
15. Conduct meetings and serve on committees.
16. Demonstrate sound judgment.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships with those contacted in the course of work.
19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in education or related field. A Master's degree is desirable and may substitute for some experience.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Four years of leadership experience that demonstrates the ability to successfully develop relationships and partnerships with external organizations; knowledge of community resources and support groups; and the ability to work effectively with re-entry students.

Desirable Qualifications

Familiarity with Veterans Administration (VA) guidelines for educational benefits for veterans, active military personnel, and their dependents.

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 with some travel to on and off-site locations. Occasional evening and weekend is required.

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.

APPOINTMENT

The Director, Community & Business Relations shall be selected by the Governing Board upon the nomination of the District Chancellor.

Adopted by Board of Trustees on February 20, 2018
Effective: February 21, 2018
Job Family: Administrative

DRAFT