

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DISTRICT EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT AND CONTRACT EDUCATION (EDCE)

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.*

MANAGEMENT RESPONSIBILITY

The District Executive Director, Economic Development and Contract Education (EDCE), is a position designated by the Board of Trustees of the Chabot-Las Positas Community College District reporting to the Vice Chancellor of Educational Services and Student Success. The incumbent is responsible for the satisfactory completion and/or 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. 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 their reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

Under the direction of the Vice Chancellor of Educational Services and Student Success, the District Executive Director of Economic Development and Contract Education (EDCE) is responsible for the formulation, development and implementation of plans, budgets, staffing, technology, performance management, and assigned District economic and workforce development programs and projects administered through EDCE to strengthen the Chabot-Las Positas Community College District and the communities the District serves. The Executive Director directs all aspects of assigned programs and identifies new and expanding funding and revenue-generating sources for the Economic Development and Contract Education unit. This unit is an integral part of the District's economic and workforce development efforts, including the efforts of the District's two college campuses on the development and delivery of training and consulting services provided directly to business and industry. As such, the Executive Director works collaboratively and cooperatively with other economic and workforce development programs and initiatives within the District and the region, to bring a comprehensive solution offering to the District's clients. The Executive Director is charged with generating revenue to cover the salary and benefit expense of the position and supporting the fiscal sustainability, compliance, and operational effectiveness of assigned EDCE programs and services.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The District Executive Director, Economic Development and Contract Education shall:

1. Provide district-wide leadership for the development of projects and activities associated with EDCE-administered economic and workforce development, including, but not limited to, developing regional labor market information useful for program development, securing resources through grants and other awards to implement new and revised programs, and identify appropriate marketing, outreach, and business development strategies;
2. Maintain, strengthen, and increase partnerships with local and regional business and industry, workforce development partners, governmental agencies, educational institutions, labor organizations,

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- and community-based organizations to support District EDCE, contract education, training, apprenticeship, and assigned revenue-generating programs;
3. Coordinate EDCE-related economic and workforce development practices, procedures, and service delivery with the colleges, as appropriate, to support alignment, avoid duplication, and preserve college authority over assigned instructional and workforce pathway programs;
 4. Serve as program director for Occupational Safety and Health Administration Training Institute Education Center (OTIEC) to include direct supervision of the program manager;
 5. Strengthen apprenticeship program through district-wide EDCE apprenticeship development, coordination, and management, in collaboration with college leadership, faculty, employers, and other District partners;
 6. Serve at a Transit Educational Center as an onsite administrator that provides service and support to users;
 7. Prepare required reports, studies, analyses, presentations, and recommendations to enhance EDCE economic and workforce development activities;
 8. Prepare and administer the program budget for economic development and contract education, including EDCE-assigned grants, contracts, and revenue-generating programs;
 9. Participate routinely in the district-wide planning committees to provide resource information useful for supporting, aligning with, and strengthening the colleges' occupational and workforce-related programs, in coordination with college leadership;
 10. Provide overall direction, supervision, and evaluation for staff assigned to economic development and contract education activities;
 11. Facilitate evaluation processes and other accountability activities pertinent to EDCE economic and workforce development programs to ensure quality, compliance, fiscal accountability, and customer/client satisfaction;
 12. The Executive Director, Economic Development and Contract Education assumes responsibility for program development and management for programs that directly support the Contract Education Department and assigned EDCE activities. It will be the responsibility of the Executive Director to identify and secure new and expanding funding and revenue sources in support of these programs. Representative duties and responsibilities are organized in seven major areas: Business Climate, Program Development, Program Management, Personnel, Interpersonal Business Relationships, Records and Reports, and Other Duties as Assigned;
 13. Business Climate – Measures of success for this area of work will include a report developed in collaboration with other economic and workforce development programs and initiatives within the District and the region that is initiated annually and updated quarterly and is reflective of trends and key markets:
 - a. Develop and maintain a working knowledge of the business climate and economic and workforce development trends in the District and the region to ensure Contract Education is responding to the market with appropriate programs and services;
 - b. Analyze, and evaluate market segments using a variety of data sources, to identify markets that hold the highest potential for Contract Education success; and
 - c. Work collaboratively to ensure Contract Education is able to effectively market and sell new programs to business, industry, labor, education, and government clients;
 14. Program Development – Measures of success for this sector of work will include financial goals being met:
 - a. Respond to current business and industry needs, and identify and develop EDCE workforce and economic development grant, contract, and revenue-generating opportunities;
 - b. Collaborate with other economic and workforce development programs and initiatives within the District and the region to identify and develop new EDCE, contract education, training, and service opportunities to meet current business and industry needs;
 - c. Monitor and evaluate on-going program development activities to ensure program

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- quality, fiscal accountability, and compliance with applicable requirements;
 - d. Establish and maintain collaborative working relationships with college departments, other community colleges in the region, other educational institutions, community-based organizations, workforce development agencies, employers, industry associations, and labor organizations;
15. Program Management – Measures of success for this sector of work will include financial goals being met:
- a. Assume Program Director role and manage all aspects of EDCE-assigned grant and contract implementation upon successful grant or contract awards;
 - b. Manage all aspects of program delivery for major accounts identified by the Chancellor;
 - c. Monitor and evaluate on-going program management activities to ensure program quality, compliance, reporting, and customer/client satisfaction;
16. Personnel – Measures of success for this sector of work will include the development of a highly effective and competent staff and quality instructors and consultants based upon client-identified characteristics and feedback:
- a. Identify personnel needed, i.e., Contract Education assigned employees, and contracted instructors and consultants. Recruit, hire, educate, motivate, and evaluate personnel;
 - b. Plan, assign, direct, and monitor employees' and contracted employees' work and contributions to ensure departmental and individual goals are achieved;
 - c. Provide oversight in the organization and coordination of the various elements associated with training and services delivery including, but not limited to, tasks such as: scheduling facilities, confirming instructors, identifying training materials, registration procedures (if applicable), and ensuring that program evaluations are completed and required documentation is maintained;
17. Interpersonal Business Relationships – Will be measured through feedback from colleagues, staff reporting to Executive Director position, Chancellor and other senior-level administrators, and clients:
- a. Relate to others in an open and accepting manner by demonstrating an awareness of and consideration for the opinions, beliefs, and feelings of others;
 - b. Develop cooperative working relationships with colleagues, classified professionals, faculty, Chancellor, and other senior-level administrators;
 - c. Develop business relationships with key stakeholders from a broad range of functions and levels to support assigned EDCE programs;
18. Records and Reports – Measures for success will include an established budget, a monthly budget report that reflects variances and resolutions, a monthly project status report that reflects progress on program development activities, and miscellaneous documents/logs/reports (e.g., business expenses and activity reports):
- a. Develop and monitor Contract Education Program Development budget to ensure department goals are met. Resolve budget variances;
 - b. Maintain accurate records of activities to ensure service quality including but are not limited to: business expenses, weekly activity reports, and monthly project status reports, EDCE grant and contract documentation, and records needed for reporting, audit readiness, and compliance;
19. Perform other duties as required/assigned.

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.

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Knowledge, Skills, and Abilities:

1. Success in securing appropriate outside funding and revenue sources to support economic and workforce development activities;
2. Experience working with local, statewide, and national agencies responsible for providing selected economic development programs that apply to educational institutions;
3. Knowledge of a variety of technologies to enhance efficiency, customer service, and office operations;
4. Knowledge of research techniques to acquire information concerning the training and educational needs of business and industry firms in the area as well as public organizations such as cities, special districts, and the county;
5. Demonstrated knowledge of the principles and methods of program development and management at the college level, including but not limited to the development and management of Apprenticeship programs;
6. Extensive and successful experience in respectful and sensitive communications with people at all levels within organizations, who are diverse in their cultures, language groups, and abilities;
7. Demonstrated experience in the application of principles and methods of grant and contract development and management in workforce development and/or economic development programs;
8. Demonstrated oral and written communication skills, including persuasive public speaking;
9. Budget management, including statistical and financial reporting, forecasting, expenditure control, and fiscal accountability;
10. Demonstrated success in working with representatives from governmental agencies and educational institutions, employers, industry associations, labor organizations, and community-based organizations;
11. Experience working in a team environment to accomplish the goals and priorities of assigned economic and contract education programs;
12. Demonstrated knowledge and effective use of current technology and software applications;
13. Ability to serve as an effective representative of the District;
14. 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:

Master's degree from an accredited college or university in an area related to the responsibilities of this position, such as business administration, public administration, education, workforce development, economic development, organizational leadership, or a related field.

Experience:

Five years of experience in economic development, workforce development, contract education, or related program management, including responsibility for budget administration, grant or contract oversight, and personnel management.

License:

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 standard office setting. Some evenings, weekends, and travel may be required.

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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.

NOTE: This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

APPOINTMENT

The District Executive Director of Economic Development and Contract Education (EDCE) shall be selected by the Governing Board upon the nomination of the District Chancellor.

Recommended to the Board of Trustees: June 24, 2008; July 21, 2026
Adopted by the Board of Trustees on June 24, 2008, July 21, 2026
Effective: June 25, 2008; July 22, 2026 (For Those Appointed Made On or After 7/22/2026)
Job Family: Classified Administrator/Management