

DISTRICT RESEARCH AND PLANNING DIRECTOR**DEFINITION**

Under general administrative direction, plans, organizes and directs the research and planning needs of the entire District; supports and coordinates the District's Strategic Planning process, including the development of goals, objectives and assessment of outcomes; supports and coordinates the District's Educational Master Planning process; fulfills mandated state and federal reporting requirements on behalf of the District; supports both colleges' research office personnel by responding to their research requests and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice Chancellor – Information Technology.

May provide direct supervision over other research analyst staff, as assigned.

EXAMPLES OF DUTIES

- Plan, organize and direct the research and planning needs of the entire District.
- Coordinate the District's Strategic Planning process including scheduling meetings, synthesizing information and creating documents from those meetings.
- Coordinate and compile the District's Educational Master Plan (EMP); create a training guidebook on the process to be used during training of District staff; compile and produce a summary document to be presented to the YCCD District Board of Trustees for discussion and action, as necessary.
- Manage, analyze, and report accurate data; respond to routine requests for data or to more formalized data research projects from staff throughout the District including (but not limited to) enrollment, class offerings, faculty workload, facilities inventory and utilization, etc.
- Primarily responsible for MIS reporting.
- Conduct special studies under the direction of the Chancellor or Vice Chancellor pertaining to strategic initiatives using advance analytical techniques.
- Present data and research results in oral, written and electronic form to a variety of audiences.
- Maintain all aspects of the District Research and Planning website.
- Work with the Information Technology staff to trouble shoot data errors, as needed.
- Calculate the annual Full Time Faculty Obligation report for the Executive Vice Chancellor in conjunction with Human Resources every fall.
- Prepare and submit a wide variety of state and federally mandated reports, as necessary.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- District's organization structure, mission and governance policies and procedures
- Principles, practices and theories of strategic planning related to a community college setting
- Techniques of advanced educational research analysis and institutional planning process;
- Federal and state reporting requirements applicable to assigned work
- Advanced Excel, Access or other applicable data base software
- Web site design and editing techniques

Ability to:

- Analyze data; take in raw data and format it in a meaningful way
- Manage multiple priorities; prioritize workload while being attentive to outcomes
- Problem solve using rigorous academic research; analyze complex data
- Design, propose, collect, analyze and present research results
- Ability to work and communicate effectively with diverse groups of people;
- Communicate effectively, both orally and in writing
- Ability to work both independently and as part of a team , motivate others
- Organize work and be attentive to details
- Operate applicable computer hardware and research analysis software

Licenses and Certificates:

None required.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: A Bachelor's degree in a Social Science or Education with some coursework or experience in research methodology; Master's degree preferred.
- Experience: Three years of increasingly responsible experience in educational research.

*Class Adopted: 03/01/09
Class Amended: 4/23/14*