

DIRECTOR, CALIFORNIA COMMUNITY COLLEGE (CCC) REGISTRY**DEFINITION**

Under general administrative direction plans, organizes, directs and reviews all aspects of maintaining the CCC Registry, which is a large-scale database containing the names, qualifications and desired position(s) of potential California Community College (CCC) faculty, support staff and management job applicants. Duties include budgeting, marketing and promoting the Registry, coordinating job fairs and performing related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice-Chancellor – Human Resources.

Provides direct supervision to technical as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, organize, coordinate, direct, and participate in the Registry programs, services, including organizing job/career fairs and workshops.
- Manage and establish a detailed line item budget contract.
- Monitor, review, coordinate, direct, and provide evaluation detail concerning performance of project to the California Community Colleges Chancellors Office, i.e. quarterly and final reports in accordance with contract.
- Perform research in order to write and prepare proposals, applications, and reports as related to the Registry
- Confer with and project personnel in the resolution of unusual and unforeseen problems, issues and concerns; including counseling job seekers, district personnel and public at-large on the website and Registry program.
- Represent or act as spokesperson of the Registry to the media or at workshops and conferences to recruit faculty, staff, and administrators interested in employment at a California Community College.
- Monitor Registry project through the website to ensure compliance with state guidelines, regulations and requirements.
- Select, contract and work in coordination with various consultants as needed for the Registry.
- Serve as liaison/member of various project advisory committees, private and public community task forces, work groups, community organizations the might provide assistance in enhancing the Registry database.
- 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.
- Travel is integral part of this position.

MINIMUM QUALIFICATIONS

Knowledge of:

- Applicable federal and state statutes, such as Title 5 Regulations, California Education Code
- Familiarization of the California Community College Chancellor's Office hierarchy
- Applicable computer software applications, such as MS Outlook, MS Office Programs, Word, Excel
- Principles, practices and techniques of personnel management, especially related to the recruitment and selection process.
- Methods and strategies of grant writing and of grant administration; contract management
- Principles of budget development and administration
- Understanding of district policies and procedures

Ability to:

- Communicate effectively, both orally and in writing, with diverse constituencies, within and outside the District;
- Exhibit strong interpersonal communication skills;
- Exercise sound judgment in the performance of duties;
- Be sensitive to and understand the diverse ethnic backgrounds of community college students, faculty and staff..
- Manage time effectively, set priorities and establish goals and objectives.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

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: B.S degree in human resources, business administration, ethnic studies or relevant field; graduate degree preferable.
- Experience Four years of management/administrative experience working in a community college setting or experience in recruiting is highly preferred.

*Class Adopted: 03/01/09
Class Amended: XX-XX-XX*