

**DIRECTOR, CENTER OF EXCELLENCE****DEFINITION**

Under the direction of the Modesto Junior College President, the Director will implement the objectives of the Workplan and manage the operational functions of the Central Valley Center of Excellence (COE). The Central Valley Center of Excellence is a funded project within the Doing What Matters Initiative of the California Community Colleges Economic and Workforce Development Program (<http://www.coecc.net>).

The responsibilities of the position include: implementation of the Workplan objectives; managing labor market research studies; conducting comprehensive gap analysis studies on emerging and priority sectors in the region; providing technical assistance to the regional consortia of community colleges; industry partnership development; monitoring and managing grant budgets; contract management; oversight of grant compliance; and generation of reports. Receive limited supervision within a broad framework of standard policies and procedures.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the College President.

Provides supervision to contract consultants.

**EXAMPLES OF DUTIES**

- Multi-faceted duties in a free-standing organization within a network of California Community College Centers of Excellence requiring management skills necessary to run a single-employee operation focused regionally while operating within a host college environment.
- Oversees the planning, implementation and compliance with workplan objectives and activities of the grants and contracts received by the COE.
- Oversees and provides strategic direction to daily operations and serves as primary liaison between the COE and Central Valley Region community colleges.
- Supports regional community colleges' decision-making by providing them with up-to-date customized labor market data, including GIS analyses.
- Manages and coordinates the development of comprehensive gap analysis studies on emerging and/or priority sectors and occupations, from research scoping to data collection and analysis.
- Disseminates reports and studies to the California Community Colleges in the Central Valley Region as well as employers, economic development organizations, and workforce partners, through presentations, webinars, newsletters and other communication channels.
- Provides technical assistance to community colleges, including the selection of the regional priority sectors and regional strategic planning to address regional employer needs.
- Ensures successful implementation of the contract based projects, from scoping of the research to the final product.
- Collaborates with other COE Directors on regional and statewide projects and resources.

- Prepares financial and narrative reports, grant proposals, grant renewal documents and maintains accountability.
- Evaluates and manages budget transactions in compliance with YCCD and Chancellor's office guidelines.
- Coordinates and manages program review and data collection in accordance with the terms and conditions of the grants and services as the liaison with the outside evaluator.
- Partnership development requiring excellent inter-personal skills, listening and facilitation, as well as familiarity with marketing, sales and strategic partnering techniques.
- Perform other related duties.

### **TYPICAL WORKING CONDITIONS**

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

### **MINIMUM QUALIFICATIONS**

**Knowledge:** Considerable knowledge in research methodologies, gathering, compiling, analyzing and filtering data, analysis and report writing, project management, marketing and fiscal reporting methods. Knowledge of computer software programs, such as spreadsheets, statistical analysis, databases, and presentation software.

**Abilities:** Ability to manage major projects breaking them down into: task definitions, task assignments, task completion measures and defining when task follow-up is needed; ability to manage time, and resources in order to manage multiple projects on schedule; Ability to create and maintain project budgets from overall financial plans; ability to prepare written reports, oral presentations, and to communicate effectively both orally and in writing. Key characteristics/abilities would include flexibility, imagination, inquisitiveness, creativity, confidence, sensitivity, and professionalism.

### **Licenses and Certificates:**

Possession of a valid California driver'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.
- Light to moderate physical effort - persons performing service in this position classification will exert 10 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- **Lifting:** occasional lifting of 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: Bachelor's Degree plus a minimum of three years of relevant experience in the collection, analysis, interpretation and dissemination of labor market information
- Experience:  
Minimum of three years demonstrable experience in all of the following:
  - The development and analysis of surveys, statistical studies, and other methods of projecting and validating local, regional and/or state labor market needs, trends and projections
  - Proper control and review of data for accuracy and reliability
  - The creation of professional reports disseminated through multiple channels
  - Presentation of complex data

*Class Adopted: 2007  
Class Amended: 7/7/15*