CLASS SPECIFICATION
Director, Global Trade and Logistics

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under the general direction of the Executive Director, College Advancement and Economic Development (CAED), and in collaboration with the Regional Director, Small Business Development Center (SBDC) Network and the Director of Workforce Development, the Director, Global Trade and Logistics provides leadership, strategic input and planning, develops, plans, establishes, and implements the District’s global trade and logistics program, and is responsible for integrating international trade with CAED programs. Responsibilities also include directing, managing, and overseeing program staff and day-to-day activities, operations and budget of assigned programs, including the Center of International Trade Development, trade missions, and specialized team for delivery of business advising in international trade to clients and supervision of program staff. This position also functions as the Deputy Sector Navigator of Global Trade and Logistics, and fulfillment of activities to develop industry partnerships and programs that advance international trade activities; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and District goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
Program Development

1. Provide leadership and strategic direction for CAED’s international trade programs and develop detailed plan addressing specific industry sector needs, in coordination with the SBCD and workforce development.

2. Review and update current training to achieve a comprehensive international trade training program that avoids duplication of local and regional offerings and addresses business needs of businesses engaged in international trade.

3. Develop new business services that advance and increase international trade activities in the region of clients served.

4. Develop marketing strategies and plans to target international trade businesses, relevant local, state and federal organizations/agencies and corporations for partnership development and contacts.

5. Develop and implement model to generate revenue, including pricing for programs and services in international trade.

6. Assemble and manage team of qualified consultants in international trade to serve business needs in coordination with the SBDC.

7. Work with CAED program areas to identify points of integration and strategies to enhance and leverage CAED programs to grow international trade program capacity and expertise.

8. Identify additional funding opportunities that support global trade and logistics activities and secure additional funding to grow and expand international trade programs and operations.

9. Provide leadership as Deputy Sector Navigator for Los Angeles County, and coordinate with regional consortia, community colleges, sector navigators and chancellor’s office staff as appropriate.

10. Develop scope and program plan in response to contracts, projects and other revenue opportunities in international trade.

Program Implementation and Management

1. Ensures successful delivery of international trade programs and services to business communities and partners.

2. Establishes and maintain ongoing relationships with specialized international trade industry sectors, trade organizations, local, state and federal government agencies, etc.

3. Manages and oversees delivery of program offerings and services, including a team of international trade expert consultants, and portfolio management of clients.

4. Project manage timeline and delivery of assigned grant programs and services.

5. Plan and conduct advisory board meetings as appropriate for assigned programs/projects.

Program Evaluation
1. Create plan to evaluate effectiveness of programs and services delivered to international trade clients and partner organizations, capturing relevant metrics and outcomes.

2. Ensure continuous program and process improvement and quality of programs and services incorporating appropriate feedback from businesses, partners, consultants, etc.

**Budget and Grant Management**

1. Manage assigned projects or grants budgets, ensuring compliance with District Fiscal Operations and Purchasing policies and procedures when spending grant project or funds, and expenditures are within appropriate grant funding and program guidelines and requirements.

2. Develop and establish budgets for new proposals, grants and projects.

3. Meets all objectives, deliverables, metrics, and requirements of assigned grants and projects.

**OTHER DUTIES**

1. May participate on college or division committees and task forces as assigned.

2. Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. International trade activities and operations, including global logistics and supply chain, freight forwarding, organization and conducting trade missions and shows, hosting foreign market delegations, import and export fundamentals and requirements, foreign market research, business and marketing plan development for international trade, international trade financing, international business assistance and training.

2. Grant opportunities for international trade, especially databases, resources for researching and gathering information on international trade sectors, labor market and other specialized information necessary for program development and client services.


4. Federal, state and local organizations, structures, practices, processes, submission requirements, administration and compliance terminology.

5. Project planning and management principles and techniques.

6. Training program and workshop development, and effective delivery techniques to business audience.


8. Budget development, projections, planning and management principles.

9. District organization, operations, policies and procedures related to grant and project management.
10. Sound business communication principles and practices; research methods and analysis
techniques.

11. Principles and practices of effective administration, management and supervision and customer
service.

12. Regional community college curriculum development and approval process and international
trade curriculum and experiential learning models.

13. English usage, spelling, grammar and punctuation, advanced principles and practices of business
communications, written English for professional correspondence.

14. Advanced use and operation of computers and business software including word processing,
spreadsheet, databases, presentation applications, internet search engines, and software specific to
grant proposal management and reporting.

15. The California Community College System, local community college structure and institutional
grant development functions, related District policies, procedures and regulations.

**Ability to:**

1. Communicate clearly and effectively, both orally and in writing. Proofread and edit accurately
   and compile presentation quality reports.

2. Present professionally to internal and external individuals, groups, and to a wide variety of
   audiences.

3. Compile, analyze, and interpret industry trends, emerging business sectors related to international
   trade and logistics to maintain currency and relevancy of assigned programs.

4. Advise, guide and provide ongoing support to District leadership, interface with faculty, and other
departments in a collaborative manner.

5. Communicate and provide clarification on matters that may be technical, difficult and/or obscure.

6. Deliver formal and informal training, and provide problem-solving assistance on complex and
   sensitive program-related issues.

7. Use technology, including a computer and software to produce necessary research results, reports,
in an efficient and effective manner.

8. Establish and maintain effective working relationships with District administrators, management,
faculty, staff, granting agency and/or collaborative partner contacts, representatives of other
public agencies, business and community leaders, and others encountered in the course of work.

9. Plan, organize and supervise work and staff; train, supervise, evaluate, and provide work
direction and guidance to others.

10. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential
    situations and information on behalf of the college.
11. Work well in a team environment, handle multiple assignments, and meet tight deadlines in deadline-driven environments.

12. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials as required.

13. Meet schedules and time lines.


15. Understand and follow oral and written directions.

16. Effectively communicate across organizational and interpersonally with diverse populations.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in global business administration, marketing, international policy or a closely related field, and ten years of progressively responsible industry experience with international trade activities and operations, including global logistics and supply chain, freight forwarding, conducting trade missions and shows, hosting foreign market delegations, import and export experience, foreign market research, business and marketing plan development for international trade, exporting, importing, financing, business consulting and training, international trade education and training delivery, and consulting experience work with small businesses with an export trade focus; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.


**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under deadlines on multiple concurrent tasks; and interact with District administrators, management, faculty, staff, state and federal agencies and funding sources, representatives of other public agencies and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.