CLASS SPECIFICATION  
Executive Director, Economic and Partnership Development  

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

GENERAL PURPOSE
Under the direction of the Executive Vice President, College Advancement and Economic Development (CAED), the Executive Director of Economic and Partnership Development (EDPD) supports the Executive Vice President in providing leadership in developing and directing statewide and national programs and services, directing operational activities across program areas and divisions within the college, increasing the integration of CAED programs within the College, and expanding the impact and reach of the College’s economic and workforce development programs for the region, state and nationally, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Under general direction, the position is responsible for leadership of new and innovative programs, models, partnerships and strategic alliances to enhance economic and workforce development programs statewide and nationally that support and align with the goals and objectives of the Division, the Superintendent-President and the Board of Trustees. This position leads business and public and private sector partnerships focusing on strategic alliances leading to special projects, grants and revenue generating opportunities for the College.

The Executive Director develops and structures contracts and RFPs; leads initial project management and initial implementation of new grants and contracts. The position is responsible for divisional operations including analysis of processes and procedures for continuous process improvement and streamlining operations; budget planning, development and analysis; coordination of divisional procurement projects; and leads and develops divisional technology, systems and special projects data collection systems. The position also provides leadership for staff training and program planning with CAED leadership team; identifies, organizes, reviews, and evaluates overall goals, policies and operational matters for CAED and leads and coordinates with various College divisions and units to minimize potential risks associated with grants, contracts and special projects.

The leadership, supervision, planning, implementation, and coordination of responsibilities entails working with the CAED leadership team, the College’s leadership team, managers, faculty, staff, and appropriate college committees and departments to ensure that program delivery is consistent with District goals and objectives. In addition, the EDPD functions effectively as a member of the administrative team and works effectively with and evidences sensitivity toward persons at all levels of the college.

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. Develop, evaluate, update, recommend and coordinate the implementation of policies, standards, protocols to ensure sound administration of CAED programs and special projects; develop divisional policies and procedures in collaboration with other institutional support units to ensure strong, accurate and compliant administrative interface with other College support units; develop strategic partnerships for program delivery, increasing efficiency and effectiveness of programs and services; with other members of the executive management team, participate in the development and implementation of District strategic and business plans, goals and objectives.

2. Lead, promote and encourage the development and implementation of new regional, state and national innovative programs and delivery methods for grants and special projects; provide leadership in developing resources and funding opportunities; coordinate key initiatives within CAED and the College, and grant application efforts among CAED program areas; design, develop and staff teams for special projects and contract awards.

3. Serves as senior advisor to the Goldman Sachs 10,000 Small Businesses Initiative and Regional Director for Los Angeles Regional SBDC Network regarding programmatic issues, network development, new center implementation, accreditation, and subject matter training for Lead Center staff; chair the SBDC Network Advisory Board and assist with resource development for program; represent the District and Division externally at conferences, meetings and events and serve on external committee and boards and internal district-wide committees and task forces as necessary.

4. Assist in the District’s and Divisional organization planning, including areas of management succession planning and development and make recommendations regarding proposed personnel and structure changes; develop and implement training for new and existing staff members and work with CAED Directors to develop professional development plans for key staff; provide human resource guidance in collaboration with District Human Resources division regarding job description development and recruitment; develop and coordinate new employee orientations specific to CAED, and staff development plans in partnership with CAED Directors.

5. Consult and advise program areas as appropriate regarding fiscal matters, including budget development, acquisition of services (e.g. leases, modification, installation, and maintenance of computer software, hardware, and related products) for grants and special projects; provide leadership in developing processes and work-flow for CAED in coordination with Fiscal regarding all financial expenditure and revenue procedures; manage, monitor and track annual CAED division budget development; work with Fiscal Services to generate specialized reports for revenue tracking purposes and trend analysis; provide CAED fiscal leadership in collaboration with other units on budgets, contracts, and fiscal related operational issues, grant management financial issues, contracts, budgets, year-end division closing, audits and other related matters.

6. Lead, direct, administer and supervise the planning, organization and coordination of data collection systems for grants and special projects, and to support reporting requirements; primary contact and interface with IITS to improve and streamline CAED operations.
OTHER DUTIES

1. Liaison for Building O-2 facilities occupied by CAED and other College and external units and coordinate with Facilities regarding usage and scheduling for program delivery.

2. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Regional, statewide and national economic development and workforce preparation practices, policies and trends.

2. Public and private funding agencies and opportunities.

3. Workforce and economic development programs and policies related to California community colleges.

4. Marketing and outreach principles, methods and techniques, including use of social media and on-traditional channels.

5. Process mapping, development and improvement principles.

6. Research methodologies and data analysis techniques.

7. Principles and practices of public administration for budgeting, purchasing and maintenance of public records.

8. District classified human resources policies, procedures, and contract provisions.

9. Database management systems and software, data mapping, flow and management principles.

10. Network, computer and telecommunications systems, related to grant management and operations.

11. Principles of participatory governance at the community college level.

12. Purpose, goals and direction of the role of economic and workforce development of a community college and their relationship to businesses, students and communities.

13. Principles and practices of sound business communication.

14. Principles and practices of effective management and supervision.

15. California Education Code, Title 5 and other state, federal, and local regulations as they apply to management within the community college system.

16. District classified human resources policies and procedures and labor contract provisions.

17. Oral and written communication skills and ability to make professional presentations to a wide variety of audiences.
**Ability to:**

1. Plan, organize, coordinate and direct the development and implementation of economic and workforce development grants and special projects for service delivery at a community college.

2. Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates.

3. Interact effectively with people of diverse socioeconomic and ethnic backgrounds.

4. Build consensus and move projects forward towards the accomplishment of the District’s and Division’s mission, goals and objectives.

5. Perform complex and technical research and studies related to grants, special projects and key initiatives related to economic and workforce development.

6. Effectively represent the District at community events and present clear, concise, comprehensive reports to all in attendance.

7. Exercise sound, expert independent judgment within general policy guidelines.

8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

9. Communicate effectively, both orally and in writing.

10. Prepare, track and control budgets.

11. Analyze, interpret and explain laws, rules, regulations and contracts.

12. Analyze data and information, reason logically and develop alternative solutions effectively both orally and in writing.

13. Establish and maintain effective and cooperative working relationships with faculty, administrators, staff, business and community leaders, government agency representatives, and others.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a master’s degree with a major in business administration, public administration or a closely related field; and at least five years of progressively responsible experience in program design, development, implementation and management of large complex programs, in complex organizations; and operations of large department, division or program area, or an equivalent combination of training and experience. Experience working within higher education and economic development within a community college setting is highly desirable.

**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. While performing the duties of this job, the employee is required to attend evening meetings and travel. May be required to work evenings or weekends.

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