CLASS SPECIFICATION
Executive Director – Economic Development Programs

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

GENERAL PURPOSE
Under policy direction, plans, implements, integrates, directs, manages, evaluates and oversees the District’s economic development strategies and programs; ensures quality program delivery and compliance with federal and state grant requirements and District policies and procedures; participates in community relations activities to obtain resource support and build capacity for District programs; represents the District in interactions and meetings with the Chancellor's Office, other state and local officials, program partners and business leaders regarding economic development initiatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This single position class is responsible for planning, managing, directing and evaluating the District’s economic development programs, including the Small Business Development Centers Network, international trade, Workplace Learning Resource Center, community and corporate education and other economic development and categorically funded programs and activities. The incumbent is responsible for developing, implementing and managing economic development program strategy and objectives to ensure alignment with District and regional development priorities. The incumbent plays an active role in community relations activities to promote District economic development programs, advocate for the District's role in achieving regional development priorities and search for funding support, corporate sponsorships and program partners. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Executive Director, Economic Development Programs is distinguished from Vice President, Economic Resource Development in that an incumbent in the latter class is responsible for overall executive management and direction of the District’s economic resource development programs, operations and staff.

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, controls, manages and evaluates the District’s economic development programs; with subordinate program managers and staff, participates in establishing operational plans and initiatives to meet program goals and objectives; implements program plans, work processes, procedures and policies required to achieve overall program performance results; coordinates and
integrates program functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against program budgets and grants.

2. Plans and evaluates the performance of program managers, coordinators and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's human resources policies and procedures 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 and Economic Development objectives and service expectations; provides leadership and participates in activities that promote a positive employee relations environment.

4. Plans, manages, directs, oversees and evaluates a highly varied portfolio of economic development programs supported by various grants and other funding sources; oversees and evaluates program operations to ensure compliance with grant and other funding requirements, rules and regulations and District policies and procedures; develops, implements, monitors and evaluates quality control plans, performance standards and program evaluation procedures; leads and participates in the development of requests for proposal and structuring of deliverables; works closely with Contracts Management staff and attorneys as necessary and manages a variety of contracts and agreements.

5. Acts as State Director and directly manages, implements and monitors performance of a very large, federally-funded Regional Small Business Development Center Network serving three counties; serves as liaison with local and national officials of the Small Business Administration (SBA) and participates with other Directors in negotiations on program performance goals, Network priorities and other issues; leads, directs and oversees development of Network strategies, plans and operational procedures; negotiates agreements with the SBA; manages, oversees and ensures federal policies, regulations and SBDC performance standards are met by the program's network of sub-recipients, consultants and vendors; participates in annual local and federal reviews of Network performance; develops financial and non-financial partnerships with other entities to ensure program success and to meet needs of the small business community; manages and oversees development of regional marketing, network professional development and business counselor certification plans; meets periodically with SBDC directors and host institutions for planning, capacity building and communication purposes; prepares program performance and financial reports; provides Network staff leadership and training and evaluates Network operations and status to ensure ASBDC accreditation requirements are met.

6. Develops, recommends, implements and manages District economic development strategies; ensures alignment of division programs with District strategy and objectives and with regional economic development priorities, including small business development, international trade, transportation, technology, emerging markets and workforce development programs; manages development of marketing materials and speaks before regional, state and national groups to promote District economic development programs; communicates and advocates with business organizations, federal and state legislators, private funding organizations and others for District and regional economic
development initiatives; leads and facilitates multi-agency partnerships for economic development programs.

7. Oversees and participates in strategic, organizational and marketing analyses to identify market opportunities for programs and initiatives and develop methods for achieving competitive advantage for District programs; ensures alignment of division programs and staff to accomplish objectives; researches and seeks corporate sponsorships, potential program partners and additional funding support for economic development programs in areas of priority focus; oversees and participates in researching, developing and preparing grant applications to support achievement of the division's mission.

8. Directs and oversees contract training and community education programs; oversees development of contracts with corporations for training services; promotes and administers all self-supporting, revenue-generating division programs and activities.

9. Works with Fiscal Services to establish appropriate accounting structures for the division's various enterprise funds which meet both grant fund accounting and District accounting requirements; directs, manages and monitors division and multiple program budgets, financial operations, account status and year-end closing processes; oversees development of funding allocation formulas for overhead and indirect costs; directs the preparation of financial statements for division enterprise funds and economic development programs and the maintenance of appropriate reserves; approves fund expenditures; oversees preparation for funding agency audits.

10. Works with District Risk Management to establish and manage procedures and processes to mitigate risks associated with economic development programs; takes actions to ensure financial integrity and compliance in program operations conducted with partners and sub-recipients.

11. Plans, oversees and works with ACIT to implement technology network and hardware infrastructure and software applications to support division programs and services; directs and manages all off-site facilities; enters into contracts, leases and tenant improvement agreements to meet facilities requirements.

12. Participates on a variety of District planning committees; provides support for Executive Committee projects; represents LBCCD in interactions and meetings with the Chancellor's Office, other state and local officials, program partners and business and community leaders regarding economic development strategies, programs, funding and other matters.

QUALIFICATIONS

Knowledge of:

1. Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management.

2. Principles and practices of economic development, including strategic planning for economic development, business development and capitalization, e-commerce, business attraction and retention applicable to assigned responsibilities, at a practitioner level.

3. Regional, state, national and global economic trends and workforce changes.

4. Regional, state, national and global industries and sub-cluster industries and associated economic and workforce needs.

5. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.

6. Principles, practices and methods of budget development and management, including budgeting and financial reporting for enterprise funds and profit-generating activities.

7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

8. Principles and practices of marketing and public outreach.

9. Methods and techniques of fund development.

10. Principles and best practices of grant writing and development.


12. Principles and practices of sound business communication.

13. Research methods and analysis techniques.

14. Principles and practices of effective management and supervision.

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

Ability to:

1. Plan, direct, manage, coordinate, integrate and monitor a highly diverse portfolio of complex economic development programs and initiatives to achieve program/project goals, objectives, timelines and deliverables over a multi-year period.

2. Analyze regional economic and workforce trends, gather data and develop and recommend strategic economic development and workforce initiatives on behalf of the District.

3. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
4. Exercise leadership and coordinate program activities with multiple stakeholders and constituencies and facilitate development of consensus among diverse groups and individuals.

5. Advocate for and build public-private partnerships to plan for and meet workforce development needs.

6. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.

7. Present information, conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.

8. Represent the District effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.

9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

10. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.

11. Establish and maintain effective working relationships with District administrators, management, staff, community organizations, state and federal agencies and funding sources, local employers, business and industry organizations, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration, economics or a closely related field; and at least seven years of progressively responsible program development, implementation and administration experience, at least three of which were in a program management capacity; 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 changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District administrators, management, staff, community organizations, state and federal agencies and funding sources, local employers, business and community organizations and representatives, representatives of other public agencies, the public 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.