CLASS SPECIFICATION
Program Director, Economic Development

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

GENERAL PURPOSE
Under general direction, manages, oversees, completes and evaluates District economic development, strategy, including contract and community education programs, grant research and development; develops, implements and monitors compliance of comprehensive program plans for grant program/contract administration and activities; produces, updates, maintains and submits a variety of comprehensive, accurate and specialized reports; participates in development and implementation of department strategic and community collaborative plans; serves as District’s external, expert liaison for assigned economic development programs and contracts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Program Director, Economic Development is responsible for the administrative, operational and fiscal functions related to the successful award and management of assigned grants and contracts in the economic development area. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Economic development programs are distinguished from workforce program and activities in that the latter is targeted to individuals, including those on public assistance. Economic development programs are targeted to the business community, employers, incumbent employees, business development and assistance to business start-ups.

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 work of assigned Economic Development staff; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.

2. Plans and evaluates the performance of assigned 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 classified human resources policies and procedures and labor contract provisions.
3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the District’s mission, strategic goals and core values.

4. Manages, oversees, completes and evaluates District Economic Development contract/grant proposal/application research and development; researches, identifies and analyzes appropriateness of contract offerings and grant opportunities in relation to department and District mission, goals, objectives, organization, structure and operating practices; oversees and develops proposal/application concepts, budgets, timelines and work plans; drafts and submits comprehensive contract and grant applications/proposals; interprets and applies understanding of federal, state, local and/or private foundation requirements/regulations in proposal/application development and submission processes.

5. Develops, implements and oversees compliance of comprehensive program plans for grant program/contract administration and activities; organizes, oversees, manages and conducts development, review and evaluation of assigned grant/contract program processes, practices and systems to ensure contract/grant compliance; reviews, monitors and tracks District compliance according to federal, state and/or local grant regulations, conditions, terms, rules and requirements and program goals and objectives; analyzes, develops and recommends improvements, as necessary; confers with and advises program management on grant/contract administration and necessary program improvements to ensure compliance and success.

6. Produces, updates, maintains and submits a variety of comprehensive, accurate and specialized reports which involve multiple formats and manipulation, analysis and interpretation of complex and technical information for submission to granting or contract agencies and/or District management; oversees establishment, organization, maintenance and updates to specialized and comprehensive grants files and records.

7. Participates in development, maintenance and implementation of comprehensive departmental strategic, including revenue generating programs, community collaborative and other plans affecting the department/District.

8. Serves as District’s external, expert liaison for assigned Economic Development grants and contracts; plans, organizes, coordinates and participates in meetings, conferences and events with local community, business, industry, labor, government and other relevant groups on a wide range of labor/market and other issues relevant to the programs; presents, promotes and publicizes program services and offerings to appropriate audiences.

**OTHER DUTIES**

1. May serve on other District committees, as assigned.

2. May act for the Dean in that individual’s absence.

3. May attend workshops, seminars, meeting or other events.
QUALIFICATIONS

Knowledge of:

1. Economic development concepts and principles and general business practices.

2. Federal, state and private granting/contract agencies’ organization, structure, practices, processes and advanced terminology related to grant development, submission, administration and compliance.

3. Federal, state and local laws and regulations, court decisions and District policies and procedures related to assigned areas of responsibility.

4. Local economy and labor market trends.


6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

7. Uses of word processing, spreadsheet, presentation, database and other software to complete proposals and reports and access and maintain a wide variety of grant-related data and information, including technical and specialized data.

8. Research methods and data analysis techniques.

9. Principles and practices of public administration, including budgeting, accounting, purchasing and maintenance of public records.

10. Principles and practices of effective management and supervision.

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

Ability to:

1. Manage, oversee and administer the assigned grants, contracts or programs and staff of the Economic development department including but not limited to international trade, applied technologies, workplace skills.

2. Proactively research and identify appropriate contract offerings and grant opportunities that complement District and department mission, goals, objectives, structure and practices.

3. Evaluate alternatives and reach sound conclusions and decisions within policy guidelines.

4. Draft clear, concise, comprehensive and accurate grant proposals/applications.

5. Interpret, explain and apply relevant laws, codes and regulations related to grants management, administration and compliance.

6. Operate a computer and appropriately use word processing, spreadsheet, presentation, database and other software.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

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

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

10. Establish and maintain effective working relationships with District management, administrators and staff; granting/contract and other public agency contacts; local business and industry contacts; 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 an accredited four-year college or university with a major in, education, business administration, public administration or a closely related field; and at least six years of progressively responsible experience working in the area of economic development, working with business and industry, or development of corporate training and employee development programs, at least three of which were in a supervisory or program/project 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; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, administrators and staff; granting/contract and other public agency contacts; local business and industry contacts and the public.
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.

Revised: November 20, 2007