

**AUGUST 2023**  
**FLSA: EXEMPT**  
**SALARY GRADE: V**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**EXECUTIVE DIRECTOR, INLAND EMPIRE/DESERT**  
**STRONG WORKFORCE REGIONAL CONSORTIUM**

**BASIC FUNCTION:** Under the direction of the area administrator, provides regional leadership to establish and strengthen coordinated efforts to improve and expand workforce development initiatives, programs, and goals. Incumbent will serve as the chair of the Inland Empire/Desert Regional Consortium (IEDRC).

**SUPERVISORY RESPONSIBILITIES:** Provides supervision and direction to assigned District personnel.

**REPRESENTATIVE DUTIES:**

The duties listed below are intended only as an illustration 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. Directs the day-to-day operations of the District's Career and Technical Education (CTE) Projects office, including the competitive grant and awarding process; manages the development and implementation of regional grants and contracts.
2. Leads large-scale regional projects under the Strong Workforce Programs and under regional initiatives; assesses the effectiveness measures in CTE and workforce development; monitors project results and implements adjustments to ensure specific project outcomes are achieved.
3. Manages all aspects of the IEDRC, including logistics and collaboration tools, facilitating coordination with the IEDRC executive council, steering committee, other IEDRC committees/sub-committees, regionally funded key talent positions, and other workforce development partners to support coordination and implementation of regional projects.
4. Strategizes and plans long-range economic and workforce development goals and initiatives in consultation with CTE deans, faculty, and workforce constituents; collaborates with leaders to set and prioritize goals and initiatives; and supervises the regional CTE program recommendation process.
5. Facilitates participation of college administrators and faculty from around the region to ensure that projects and initiatives are supported.
6. Serves as regional liaison and point of contact for external businesses, community organizations, statewide/regional committees, and councils, and between regional colleges and the State Chancellor's Office, workforce partners, and school districts.
7. Plans, schedules, and communicates regularly to colleges, workforce groups, and other stakeholders on regional and statewide activities/initiatives and employer needs.
8. Supports and coordinates marketing and outreach efforts that promote the region's workforce programs and initiatives; ensures community colleges in the region are aware of opportunities to participate in regional work.
9. Manages, supervises, mentors, and evaluates staff, and team members; supports professional growth and the expansion of employee knowledge base.
10. Maintains active connections with local workforce development agencies and boards, business and industry groups, educational partners, and professional organizations.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## QUALIFICATIONS

### Knowledge Of:

1. Regional, state, and federal grant request and administration procedures.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation, management, administration, and reporting.
4. Methods and techniques in advertising, marketing, and outreach.
5. Principles and practices in designing, developing, and implementing effective, integrated programs and services.
6. Personnel management, supervision, and evaluation.
7. Oral and written language skills to prepare reports and professional correspondence.
8. Pertinent federal, state, and local laws, codes, and regulations relating to the program area.
9. Dynamics of a culturally and economically diverse community, its education and workforce training needs.

### Ability To:

1. Interpret and apply proposed, new, and current Federal, State, County, and District rules, regulations, policies, and procedures.
2. Prepare written reports and oral presentations.
3. Communicate effectively both orally and in writing.
4. Develop and maintain cooperative relationships with local and regional employers, agencies, and governmental entities.
5. Effectively manage resources.
6. Gather and analyze data and situations and make appropriate decisions.
7. Prepare and present comprehensive, concise, clear oral and written reports.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
9. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
10. Apply participatory governance principles and interpersonal relationship building in a fair and consistent manner.
11. Provide leadership based on ethics and principles as they relate to adult education program services, functions, and operations.
12. Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

**Education and Experience:** A bachelor's degree from an accredited institution in business administration, workforce development, or related field; and six years of experience in coordinating CTE and/or workforce development programs, including three years of management or supervisory experience; or an equivalent combination of education, training, and experience.

A master's degree is preferred.

**Licenses/Certifications Required:** A valid driver's license.

**CONTACTS:** District staff and personnel; outside oversight/review agencies; federal, state, and private funding agency program officers; and community organizations.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds. Will require travel.

**ENVIRONMENTAL ELEMENTS:** Normal office environment and frequent travel to off-site meetings and conferences. Incumbent must provide own transportation for travel and meet District's vehicle guidelines.

**OTHER:** Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.