

**DECEMBER 2021**  
**FLSA: EXEMPT**  
**SALARY GRADE: T**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, REGIONAL CONSORTIUM STRATEGIC PARTNERSHIPS**

**BASIC FUNCTION:** Under the direction of the area administrator, provides regional leadership in the development, administration, and oversight of regional employer engagement and Strong Workforce Program (SWP) initiatives; develops key relationships between community college partners and regional stakeholders; and provides regional employer engagement and industry sector managers with technical assistance and professional development support.

**PROVIDES WORK OR LEAD DIRECTION TO:** Assigned District personnel.

**REPRESENTATIVE DUTIES:** The duties listed below are only intended 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. Develops, administers, and organizes regional employer engagement and community college SWP projects and staff; oversees Employment Engagement and Industry Sector Manager contracts on behalf of the Inland Empire/Desert Regional Consortium (IEDRC).
2. Directs and coordinates Employer Engagement Managers efforts region-wide to ensure maximum effectiveness and efficiency; builds capacity with Employer Engagement team, work-based learning coordinators, and job developers.
3. Develops, maintains, and grows regional, state, and national-level relationships with economic development organizations, workforce development boards, youth councils, intermediaries, industry associations, and other workforce and industry leaders; facilitates connection as needed with Employer Engagement Managers and industry sector managers.
4. Convenes and fosters a regional network to support employer engagement and SWP activities by partnering with community colleges and businesses; expands and complements the work of IEDRC to scale practices and pilot programs in the region.
5. Collaborates with community college SWP partners to develop a regional technical assistance plan focused on employer engagement; creates standardized shared resources, including templates, toolkits, and guides.
6. Develops and disseminates resources to ensure compliance with various regulations and serves as liaison between the IEDRC chair and regional college partners.
7. Ensures the integration of the regional employer engagement plan with local and regional SWP initiatives and work activities of employer engagement and industry sector managers in conjunction with the larger regional plan for the IEDRC.
8. Conducts formative and summative evaluations of the region's SWP projects; disseminates findings and recommendations; and advises IEDRC chair on regional strategic partnership needs, including those enhancing employer engagement.
9. Identifies emerging, promising, and best practices and communicates successes of regional work; provides policy briefings based on research and evidence of local implementation to inform IEDRC stakeholders and policymakers.
10. Coordinates and leads annual community college SWP project development; oversees progress toward achieving workplan outcomes, identifies barriers, and recommends solutions to ensure ongoing success of regional initiatives.

11. Facilitates distribution of labor market information to inform SWP partners; ensures implementation of a data collection process; facilitates the work of the employment engagement managers and industry sector managers; and connects community colleges to resources in order to support decision making.
12. Performs other duties, related to the position, as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

1. Community college data and data tools used to assess student outcomes, program performance, and labor market information;
2. Personnel and budget management principles, procedures, and strategies;
3. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes;
4. Public relations, group presentations, and effective communication in a diverse environment;
5. Public speaking, workshop development, and group facilitation principles and practices;
6. California Community College Strong Workforce program, career and technical education programs, responsive training, and contract education.

### **Ability To:**

1. Conduct meetings, facilitate groups and workshops;
2. Instruct practitioners on how to use data tools to assess outcomes and program performance;
3. Develop and administer a comprehensive program work plan, budget, and outcomes;
4. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public;
5. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population;
6. Use computer software for word processing, spreadsheets, databases, and presentations;
7. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public;
8. Travel to off-campus functions and transport presentation materials and equipment;
9. Organize and conduct special events in conjunction with other college departments and programs

**Education and Experience:** a bachelor's degree from an accredited college or university in business or public administration, workforce development, or a related field, and five (5) years of experience in a community college setting. Experience must include three years of lead, supervisory, or management experience, or an equivalent combination of training, education, and experience.

Grant experience and experience leading collaborative, intersegmental partnerships preferred.

**Licenses/Certifications:** None

**CONTACTS:** District and partner college administrators, faculty, and staff; employers, industry associations, chambers of commerce, economic development agencies, and contractors.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

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, please contact (951) 222-8039.

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