

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION  
SANTA ANA, CALIFORNIA**

**June 2010**

**DIRECTOR, STATEWIDE BUSINESS/ENTREPRENEUSHIP INITIATIVE**

**CLASS SUMMARY**

Under the supervision of the Assistant Vice Chancellor of Educational Services, the Initiative Director provides leadership and support to, and audits and appraises financial and programmatic performance of Business Entrepreneurship Centers (BEC) operated by community college districts throughout the state. The Director ensures the provision of consulting services and training within BEC service centers to enhance the ability of current and prospective local/regional small business owners and entrepreneurs to create, retain, and expand businesses.

**REPRESENTATIVE DUTIES**

Provides leadership to Initiative Centers and functions as part of a leadership team. Implements the daily efforts of the project and grant objectives. Serves as staff to a statewide advisory committee and convenes all meetings of that group. Assists in the recruitment, hiring and supervision of other personnel dedicated to the grant project. Allocates appropriate resources and manages the project budget. Demonstrates experience and subject matter expertise in the attainment of project objectives. Provides information for all compliance activities related to the grant, including the quality and integrity of the data reported. Serves as the primary contact for all project communications from the Chancellor's Office. Serves as an ambassador for the program and strategic initiative. Supports the process, application and integration of economic and workforce development and its tools into the Community College system. Works with industry to determine short-term training needs. Identifies emerging, cutting edge technologies for future Initiative development. Works with other Economic and Workforce Development Program Strategic Priority Leadership Directors to coordinate services. Provides support and technical expertise to the subcommittees of the Economic and Workforce Development Program Advisory Committee and other task forces and work groups. Provides leadership, technical assistance, communication and liaison activities with strategic priority area initiative centers, community colleges and economic and workforce development partners. Guides centers in how to serve assigned regions and shares best practices and resources with all initiative sites. Identifies trends and techniques to help initiative areas stay current and responsive to change. Explores funding opportunities to expand the initiative. Demonstrates the ability to provide information to and work with a wide range of stakeholders including the board of Governors of the California Community Colleges, the legislature, faculty groups, administrator and industry associations. Collects quantitative and qualitative data and reports results on a quarterly and annual basis.

**ORGANIZATIONAL RELATIONSHIPS**

This position provides statewide program leadership to the community college districts in California and functions as part of the District's economic development team.

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(continued)**

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of education and/or experience equivalent to a bachelor's degree, plus three years of experience in the operation of a small business and/or in the management of economic development programs.

**Knowledge and Abilities**

Knowledge of: small business problems and issues, principles of economic development, principles of business counseling, community-based organizations, hard to serve and/or underserved communities, micro lending and business organizations.

Ability to: successfully manage a highly visible community-based program, manage demanding priorities, effectively manage and supervise program resources and personnel, successfully develop and complete grants and other funding applications, assure accurate and complete records, develop effective working relationships both within the Foundation and in the community, operate effectively within a highly regulated work environment.