

**ASSISTANT VICE CHANCELLOR
ECONOMIC AND WORKFORCE DEVELOPMENT**

CLASS SUMMARY

Reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs and initiatives for the Los Angeles Orange County Regional Consortium. Reports to the designated administrator and provides leadership and advocacy for the planning, organization, administration, evaluation, and policy support for career technical education, economic and workforce development programs and initiatives for the LAOCRC.

REPRESENTATIVE DUTIES

Serves as Executive Director of the Los Angeles Orange County Regional Consortium (LAOCRC) and the main point of contact for the LAOCRC Chief Executive Officers. Responsible for the overall management of the LAOCRC and accountable for all of its functions. Manages the LAOCRC in conjunction with the Los Angeles and Orange County LAOCRC Directors, including organizing LAOCRC-wide meetings, developing and managing budgets, meeting reporting requirements, representing the LAOCRC at statewide meetings and other operating duties of the LAOCRC, policies, procedures, systems and timelines for the LAOCRC. Leads the process for strategic planning and implementation across the Los Angeles and Orange County region and ensures plan alignment with the Strong Workforce objectives and regional metrics. Responsible for supporting the LAOCRC directors with strengthening and expanding partnerships between LAOCRC and including but not limited to: business, industry, chambers, workforce development boards and economic development corporations. Collaborates with the LAOCRC Chief Executive Officers to advocate for additional funding opportunities. Increases value of the LAOCRC to all LAOCRC districts, colleges, and other regional stakeholders. Oversees budget development and approval and ensures fiscal transparency of all LAOCRC funds. Facilitates the timely completion of the regional program in partnership with the LAOCRC CRLC. Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives. Collaborates with career technical education, workforce and economic development initiative directors and various workforce and economic development agencies in the region to identify and develop strategies to determine work-based needs for student readiness. Leads region into a process of program development that is proactive and yields the greatest economic gains for students, business, industry, county, region and other regional stakeholders. Communicates regularly with LAOCRC Chief Executive Officers and LAOCRC oversight committees. Responsible for the oversight of regional projects and helps facilitate, monitor, and leverage inter and intra-regional collaborations amongst districts, colleges, deans, faculty, sector navigators, deputy sector navigators and other regional talent. Supervises, monitors and evaluates the Los Angeles and Orange County LAOCRC Directors. Coordinates efforts between LAOCRC colleges and other regional stakeholders to generate additional funding opportunities for the LAOCRC and its colleges.

**ASSISTANT VICE CHANCELLOR
ECONOMIC AND WORKFORCE DEVELOPMENT**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice Chancellor of Educational Services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum qualifications

A Master's degree in education, public administration, business, or a related field. At least five (5) years of progressively responsible administrative experience in a leadership position including grant management, planning and resource development, preferably in a public educational agency in scope and size similar to the LAOCRC.

REQUIRED SKILLS AND ABILITIES

Required Skills. Thorough knowledge of California Chancellor's Office, federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit; knowledge in grant management, monitoring, reporting and compliance at the community college level and state-funded workforce and economic development initiatives, community college fiscal services, standard practices and procedures.

Ability to: provide leadership, communicate well with a diverse group of people; be able to organize complex process and systems and communicate them clearly; cultivate and maintain positive relationships with senior leadership, administrators and staff across the region; be able to interpret budget reports and analyze information to track and anticipate budget management issues; facilitate problem solving one-on-one with chief executive officers from the private and public sectors, directors, colleges, and with community stakeholders; be able to supervise and assign staff to ensure effective and efficient operations.