

ASSISTANT DIRECTOR, ORANGE COUNTY (OC) CENTER OF EXCELLENCE
JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

Responsible to the Director of Orange County (OC) Center of Excellence for the coordination and performance of the functions, projects, and activities of the Orange County Center of Excellence in accordance with the collaborative leadership of the Orange County community college districts and community colleges and the California Community College's Chancellor's Office Workforce and Economic Development Initiatives. Conducts research on workforce development needs, analyzes various program data, and develops reports. In coordination with the Orange County Center of Excellence Director, provides consultation and technical expertise to Orange County community colleges. This position reports to, receives direction from, and works in collaboration with the Director, Orange County Center of Excellence.

REPRESENTATIVE DUTIES

- 1) Coordinates, reviews, and performs the daily functions, projects, and activities of the Orange County Center of Excellence, including workforce research, partnership development, and directing Orange County Center of Excellence classified staff.
- 2) Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- 3) In coordination with the Orange County Center of Excellence Director, provides consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
- 4) Manages and responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- 5) Writes, prepares, and maintains comprehensive reports and makes oral presentations explaining research findings related to labor market information, implications, and applicability.
- 6) Coordinates communications and information between other Center of Excellence regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies.
- 7) In collaboration with Orange County Center of Excellence Director, conducts outreach activities to regional stakeholders.
- 8) Participates in Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
- 9) Makes presentations at meetings and conferences.
- 10) Stays abreast of new trends and innovations related to Center of Excellence programs, projects, and services.
- 11) Collaborates with Statewide Center of Excellence Director and other Center of Excellences in statewide research projects, workgroups, and development of Center of Excellence products.
- 12) Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- 13) Participates in the selection of, trains, motivates, and evaluates assigned personnel.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- 1) The California Community College System.
- 2) Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- 3) Labor market information, workforce, and data research practices to produce workforce and data-driven research projects and reports.
- 4) Principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.
- 5) Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- 6) Expertise in computer software applications related to data analysis, data visualization, and report generation, including a high-level of proficiency in Excel.

Ability to:

- 1) Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- 2) Work with Director to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action.
- 3) Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- 4) Maintain effective working relationships with staff, senior management, representatives of regional community colleges, officials, contractors and the general public.
- 5) Effectively represent the Center of Excellence in contacts with regional colleges, K-12 partners, Workforce Development Boards, governmental agencies, community groups, and various business, professional, educational and legislative organizations.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years demonstrated experience to conduct research within career technical education, and/or economic workforce development.

Board Approval: June 27, 2022
Grade H