

DEPUTY SECTOR NAVIGATOR
(BUSINESS AND ENTREPRENEURSHIP SECTOR)

CLASS SUMMARY

The Deputy Sector Navigator (DSN) for the Business and Entrepreneurship sector serves nine community colleges in Orange County to facilitate higher performance levels by the region in achieving the *Vison for Success*. This is a strategic position, responding to significant labor market trends, engaging industry participation and arranging funding that helps build initiatives throughout the region to increase student success. This position works with business and industry, colleges and other stakeholders to help create career educational opportunities for students by engaging in initiatives that enable student employment and lifelong learning in the sector.

REPRESENTATIVE DUTIES

Apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action. Provide services to industry through initiatives designed to increase economic development of the sector and promote workforce development activities. Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence (COE) research, focusing on: supply/demand gaps to be filled by the colleges; market and technology trends that are impacting workforce requirements; economic and policy drivers that can be leveraged in workforce development; industry players such as associations and major employers; and community college programs in the region that can be leveraged. Cultivate regional industry advisory councils: engage major employers across the regional labor market; develop a common understanding of supply/demand and skills gaps; initiate and manage industry engagement with faculty and administrators; convene regional collaboratives to facilitate faculty and industry joint actions; and facilitate sustainability of the regional collaboratives. Conduct additional research as required: focus groups on specific occupations or initiatives; attend conferences and seminars to expand knowledge of industry priorities; arrange primary research to support and provide information for curriculum development; convene sector-specific groups and specific faculty groups to develop initiatives to enrich student success. Develop and execute a regional sector strategy. Involve external stakeholders such as: workforce boards, regional economic development groups, non-profit groups, K-12, and other DSNs. Support community college Strong Workforce Program (SWP), such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers, etc. Involve internal stakeholders, such as Chief Instructional Officers (CIOs), Career Education (CE) Deans, CE Directors, CE faculty, and other DSNs. Create program enrichment proposals for consideration by the colleges to increase enrollment; build or enhance Guided Pathways; bridge supply/demand gaps; bridge skills gaps; align with regional industry priorities and with industry-recognized credentials. Assist colleges in executing initiatives: market intelligence information; coordinate sector focused faculty professional development; provide input into curriculum development; build CE faculty communities of practice; and braid other grant funds to support initiatives. Align each

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college's integrated planning process; assist in curriculum planning and approval process; and collaborate with the statewide Sector Navigators (SNs) and other DSNs in developing initiatives. Work with the Regional Consortia (RC) and regional Center of Excellence to integrate initiatives into the regional plan/strategy. Facilitate preparation and approval of SWP and other funding sources.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator and is governed by terms of the grant or sub-agreement that funds the position. This position manages the Deputy Sector Navigator Business and Entrepreneurship grant program and supervises the program staff.

QUALIFICATIONS GUIDE

Required Training and Experience:

Bachelor's degree or higher from an accredited institution in a related area; five years' experience in management, administration or delivery of programs in small business, entrepreneurship or economic development.

Knowledge and Abilities:

Knowledge of: small business activities in the community and the ability to participate in those activities; higher education mission, organization, operations, policies and objectives in community colleges as it relates to small business/entrepreneurship. SB 1440 Transfer Model Curriculum (TMC), Course Identification Numbering System (C-ID), Chancellor's Office Curriculum Inventory (COCI), Career Technical Education (CTE) framework and model curriculum standards of the California Department of Education, Articulation and Dual Enrollment Policies, Program and Course Approval Handbook (PCAH), and budget preparation and administration within a braided state federal setting. Ability to: support both the statewide sector strategy and regional consortia strategy; initiate pilot programs that can be scaled statewide; add subject matter expertise to inform team activities; and develop proposals to benefit the colleges through SWP and other funding opportunities;