

**DIRECTOR, LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIA  
(LAOCRC) Los Angeles County Director**

**CLASS SUMMARY**

The Los Angeles/Orange County Regional Consortium's (LAOCRC) Los Angeles County Director position provides responsible leadership for convening and managing the 27 community colleges of the region with a primary focus on serving the 19 community colleges of Los Angeles County. The LA Director will work collaboratively with the Orange County Director. The position builds and maintains workforce, business and industry partnerships and collaborations. The position coordinates multiple long range local and regional initiatives while advancing the consortium strategic plan and program approval process. Some travel statewide is required.

**REPRESENTATIVE DUTIES**

- Provides leadership and long range economic and workforce planning in consultation with CEOs, CIOs, CTE deans, faculty, and workforce constituents as needed.
- Manages the Consortium in collaboration with the Orange County Director, including organizing Consortium wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of LAOCRC.
- Serves the 19 Los Angeles County college CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals.
- Facilitates implementation of the Doing What Matters initiatives and the Strong Workforce recommendations in the Los Angeles County region.
- Works with DSNs and various workforce/economic development agencies (WIOA, LAEDC, WDBs, chambers) in Los Angeles County to identify and develop strategies to determine work-based needs for student readiness. Serves as regional liaison to external business and appropriate community organizations.
- Convenes and coordinates meetings and collaborations to leverage campus resources, professional development, and regional initiatives to meet regional goals.
- Provides leadership in budget management, and the assessment of effectiveness measures in CTE and workforce development.
- Plans, schedules and communicates regularly to colleges, workforce groups, and other stakeholders on county specific activities/ initiatives and employer needs.
- Applies participatory governance principles and interpersonal relationship building in a fair and consistent manner with deans, faculty, staff, and students, where applicable.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator and manages assigned components of the Los Angeles/Orange County Regional Consortia grant in Los Angeles County and supervises the program staff.

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**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Master's degree business administration, marketing, or related field and a minimum of five years of experience in workforce development preferably at the community college level; a background in career & technical education, economic & workforce development, and regional project development; and an understanding of the role of CTE deans and campus faculty.

Desired Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources
- Experience facilitating large groups
- Grant management experience

**Required Skills:** Thorough knowledge of: 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.