

Director, OC Center of Excellence

Plans, organizes, oversees, coordinates, reviews and perform the activities of the Orange County Center of Excellence, including workforce research, partnership development, and strategic planning; researches and analyzes various program data and develops reports; provides highly complex and responsible support to Orange County community colleges.

Representative Duties

- Plans, manages, and oversees the daily functions, operations, projects, and activities of the OC Center of Excellence, including workforce research, partnership development, strategic planning, and grants management.
- Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- Provides consultation and technical expertise to Orange County community colleges and Orange County Sub-regional Council concerning emerging jobs and workforce needs; responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- Provides assistance to Orange County Director with Strong Workforce Program (SWP) strategic planning and labor market forecast
- Develop and implement the goals, objectives, policies, and priorities for the OC Center of Excellence
- Directs, prepares and maintains various regional reports
- Monitors and evaluates OC Center of Excellence products and services for educational and economic effectiveness and operational efficiency.
- Attends professional group meetings and various committees and advisory groups; makes presentations of workforce development and data related issues.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.
- Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel
- Performs other related duties as assigned.

Organizational Relationships

The position reports directly to the designated administrator or manager, and manages the OC Center of Excellence program activities and supervises staff.

Director, OC Center of Excellence, cont'd

Desirable Qualifications Guide

Training and Experience

Bachelor's degree from an accredited institution in business administration, public administration, economics, sociology, educational administration or in a related field AND a minimum of three (3) years of related experience in management and administration of programs in economic or workforce development.

Knowledge and Abilities

Knowledge of:

- workforce and data research principles and practices to produce workforce and data-driven research projects and reports,
- administrative principles and practices, including goal setting, program development, implementation, and evaluation
- budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs, and
- principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.

Abilities to:

- conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports
- prepare and administer budgets; allocate limited resources in a cost effective manner,
- plan, organize, and direct OC Center of Excellence operations and activities, and
- develop partnerships with economic development organizations, industry associations, Workforce Development Boards, Employment Development Department, and other workforce intermediaries.