

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

**POSITION OVERVIEW**

Responsible to the Assistant Vice Chancellor of Economic and Workforce Development in Educational Services for the direction of the Orange County Regional Consortium 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. The position reports directly to the designated administrator or manager, and manages the Orange County Center of Excellence program activities and supervises staff.

**REPRESENTATIVE DUTIES**

- 1) Leads and optimizes the operations, projects, and activities of the Orange County Center of Excellence, including workforce research, partnership development, strategic planning, and grants management.
- 2) Innovates research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
- 3) Delivers consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
- 4) Collaborates with the Orange County Regional Director with Strong Workforce Program (SWP) on regional alignment and strategic planning utilizing labor market forecasts.
- 5) Oversees responses to inquiries and detailed and technical information concerning projects, including Labor Market Information (LMI) needed for program recommendation.
- 6) Engages in and coordinates meetings and collaborations to align strategic research goals with campus resources, professional development, and regional initiatives.
- 7) Serves as a leader in assessment and effectiveness of career technical education programs and initiatives.
- 8) Communicates regularly to colleges, workforce groups, and other stakeholders on regional specific activities/initiatives and employer needs as they relate to labor market information.
- 9) Directs various regional reports.
- 10) Serves on regional committees and councils, and works with deans and directors of career technical education programs to provide technical labor market research support towards facilitation and implementation of state workforce and economic development initiatives.
- 11) Actively participates in state Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
- 12) Reviews, edits, and presents staff reports, various management and information updates, and reports on special projects.
- 13) Seeks out new trends and innovations related to Center of Excellence programs, projects, and services.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- 1) Data-driven strategies to be employed ensuring regional success.
- 2) Leadership practices that support collaboration and innovation.

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

**Ability to:**

- 1) Strategize and analyze data, including metrics, to guide strategic planning efforts.
- 2) Gather data, analyze/reason logically, and draw valid conclusions.
- 3) Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- 4) Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- 5) Strategize, organize, and direct Orange County Center of Excellence operations and activities.
- 6) Develop economic development and industry partnerships.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Master'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 management, career technical education, economic workforce development, and/or regional project development.

Board Approved: March 2018

Revised/Board Approved: June 27, 2022

Grade F