

PERALTA COMMUNITY COLLEGE DISTRICT – September 4, 2013

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR, DEPUTY SECTOR NAVIGATOR PROGRAM

(Management Salary Range 1)

Job Code: 776

This is a one-year grant-funded, temporary, full-time position that is specially-funded through the Deputy Sector Navigator Program. Continued employment is contingent upon refunding of the position.

CLASS PURPOSE

Under the general direction of the Associate Vice-Chancellor for Workforce Development and Continuing Education, coordinates operations and program development for the Deputy Sector Navigator Program, and provides leadership and direction to partner agencies and businesses. The incumbent is responsible for coordinating the implementation of the global trade and logistics deputy sector navigator grant from the California Community College Chancellor's Office. The Director, Deputy Sector Navigator (DSN) will work region-wide collaborating with faculty in the global trade and logistics sectors. The Director will convene sessions inviting faculty from nine community college districts stretching from Ohlone CCD to Napa and Solano CCDs to meet on program development. The Director will not have any direct oversight over any faculty or classroom instruction.

EXAMPLES OF ESSENTIAL DUTIES

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

- Plan, organize, and direct the activities, functions, and services of the Deputy Sector Navigator Program, including program management, staffing, budget, and general administration.
- Implement program objectives according to timelines established in grant award from the California Community Colleges Chancellor's Office.
- Oversee regional collaboration of community colleges, 4-year institutions, and community-based organizations providing transportation and logistics training in order to build a region-wide response to regional business needs.
- Develop the annual program budget and seek resources through strategic resource sharing, grant writing, or fee for service programs.
- Direct program design and implementation to ensure quality services are provided to employers in compliance with all funding and performance contract requirements.
- Direct Deputy Sector Navigator Program education and training activities at COA and partner agencies.

Job Description: Interim Director, Deputy Sector Navigator Grant

- Convene Deputy Sector Navigator Program Steering Committee, sub-committees, Advisory Board and Northern California Transportation and Logistics Initiative meetings.
- Identify program requirements and develop methods for implementing solutions.
- Train and supervise Deputy Sector Navigator Program staff, as well as contract with consultants as needed.
- Implement strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the Deputy Sector Navigator Program.
- Represent the services of the Deputy Sector Navigator Program at required meetings and before a wide variety of constituencies, including employers, job seekers, government and community organizations.
- Work directly with local transportation and logistics businesses to establish effective working relationships with the Deputy Sector Navigator Program; contacts transportation and logistics businesses, to determine staffing needs and promote regional education, training, and employment solutions; create database of employers.
- Maintain a strong working knowledge of the full menu of services provided to transportation and logistics businesses throughout the Interior Bay Area, including local Workforce Investment Boards and One-Stop Career Centers, and effectively represent those services to transportation and logistics businesses.
- Disseminate data, resources, and referrals to the business community including information on the labor market, tax credits, hiring incentives, and other human resource needs.
- Create web presence to disseminate materials of the Deputy Sector Navigator Program to interested parties.
- Provide curriculum development experience and resources to the nine community college districts to be served.
- Maintain regular contact with global trade and logistics Sector Navigator and other deputy sector navigators statewide.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor's degree from an accredited college or university.
2. Three (3) or more years of experience in grants management, budget management and/or workforce development management.
3. Strong communications skills (written and verbal) and the ability to present complex information to diverse audiences.
4. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.

Job Description: Interim Director, Deputy Sector Navigator Grant

5. Knowledge of regional and state-wide transportation and logistics employment and training programs and partnerships.
6. Demonstrated partnership development experience.
7. Knowledge of the business management needs of transportation and logistics employers in the interior Bay Area region.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master's degree from an accredited college or university.
- Knowledge of vocational human service needs of the local labor market, including long-term unemployed persons.
- Knowledge of the Workforce Investment Act and related legislation.
- Knowledge of issues pertaining to job training, as they relate to Alameda County.
- Ability to supervise professional and clerical staff and work with team members from partner agencies to maintain high staff morale.
- Experience with policy and procedure development and data analysis.
- Ability to work independently to carry out projects from beginning to completion

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: N/A