

**Position****Assistant Vice Chancellor Economic & Workforce Development #CL17-1059**

Educational Services/District Operations Center

The position is contingent on funding from the State of California for the Strong Workforce Program.

**Salary**

2017-2018 Interim Management Salary Schedule

Grade A \$135,459.48 - \$171,394.03/year

**Benefits**

The District provides excellent medical and dental coverage and life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the Administrative Handbook. Payroll deductions include the California Public Employees' Retirement System and Social Security.

**Starting Date:** As soon as possible after the offer of employment.**Deadline to Apply:** Tuesday, October 31, 2017, 5:00 PM**CLASS SUMMARY**

Reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs and initiatives for the Los Angeles Orange County Regional Consortium. Reports to the designated administrator and provides leadership and advocacy for the planning, organization, administration, evaluation, and policy support for career technical education, economic and workforce development programs and initiatives for the LAOCRC.

**REPRESENTATIVE DUTIES**

Serves as Executive Director of the Los Angeles Orange County Regional Consortium (LAOCRC) and the main point of contact for the LAOCRC Chief Executive Officers. Responsible for the overall management of the LAOCRC and accountable for all of its functions. Manages the LAOCRC in conjunction with the Los Angeles and Orange County LAOCRC Directors, including organizing LAOCRC-wide meetings, developing and managing budgets, meeting reporting requirements, representing the LAOCRC at statewide meetings and other operating duties of the LAOCRC, policies, procedures, systems and timelines for the LAOCRC. Leads the process for strategic planning and implementation across the Los Angeles and Orange County region and ensures plan alignment with the Strong Workforce objectives and regional metrics. Responsible for supporting the LAOCRC directors with strengthening and expanding partnerships between LAOCRC and including but not limited to: business, industry, chambers, workforce development boards and economic development corporations. Collaborates with the LAOCRC Chief Executive Officers to advocate for additional funding opportunities. Increases value of the LAOCRC to all LAOCRC districts, colleges, and other regional stakeholders. Oversees budget development and approval and ensures fiscal transparency of all LAOCRC funds. Facilitates the timely completion of the regional program in partnership with the LAOCRC CRLC. Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives. Collaborates with career technical education, workforce and economic development initiative directors and various workforce and economic development agencies in the region to identify and develop strategies to determine work-based needs for student readiness. Leads region into a process of program development that is proactive and yields the greatest economic gains for students, business, industry, county, region and other regional stakeholders. Communicates regularly with LAOCRC Chief Executive Officers and LAOCRC oversight committees. Responsible for the oversight of regional projects and helps facilitate, monitor, and leverage inter and intra-regional collaborations amongst districts, colleges, deans, faculty, sector navigators, deputy sector navigators and other regional talent. Supervises, monitors and evaluates the Los Angeles and Orange County LAOCRC Directors. Coordinates efforts between LAOCRC colleges and other regional stakeholders to generate additional funding opportunities for the LAOCRC and its colleges.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Vice Chancellor of Educational Services.

**REQUIREMENTS**

**Minimum qualifications:** A Master's degree in education, public administration, business, or a related field. At least five (5) years of progressively responsible administrative experience in a leadership position including grant management, planning and resource development, preferably in a public educational agency in scope and size similar to the LAOCRC. Required Skills: Thorough knowledge of California Chancellor's Office, 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; knowledge in grant management, monitoring, reporting and compliance at the community college level and state-funded workforce and economic development initiatives, community college fiscal services, standard practices and procedures. Ability to: provide leadership, communicate well with a diverse group of people;

be able to organize complex process and systems and communicate them clearly; cultivate and maintain positive relationships with senior leadership, administrators and staff across the region; be able to interpret budget reports and analyze information to track and anticipate budget management issues; facilitate problem solving one-on-one with chief executive officers from the private and public sectors, directors, colleges, and with community stakeholders; be able to supervise and assign staff to ensure effective and efficient operations.

### **Selection Criteria**

#### Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience-breadth and depth
- Work experience-breadth and depth
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience working with a diverse socioeconomic community
- Demonstrated ability to work cooperatively with others

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

#### Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills
- Successful performance demonstration
- Writing skills/demonstration

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Method of Application**

For consideration in the selection process, interested persons must complete the online district classified application by the specified closing date for the position at [www.rscdd.edu](http://www.rscdd.edu). All materials must be submitted online. A computer, which can only access RSCDD employment website and scanner to upload application materials/documents (no USB), are available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume in Word format (Required)
- Cover Letter (Required)
- Unofficial transcripts showing that the minimum qualifications are met (Required)
- Any additional supplemental materials (Optional)

### **Pre-Employment Requirements**

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal records check will be paid for by the candidates.

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, age, sex, gender identity or expression, sexual orientation, or military and veteran status.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

Post: Wednesday, October 4, 2017