

SEPTEMBER 2019
FLSA: EXEMPT
SALARY GRADE: V
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
EXECUTIVE DIRECTOR, ECONOMIC DEVELOPMENT AND ENTREPRENEURSHIP

BASIC FUNCTION: Under the direction of the area administrator, provides leadership in Economic Development and Entrepreneurship activities of the District by promoting economic and workforce development initiatives and leading strategic planning, program administration, staff supervision, outreach, fundraising, budget management, and compliance with applicable rules and regulations.

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to assigned District personnel.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Develops, monitors, and expands services, programs, and grant projects for Economic Development and Entrepreneurship.
2. Directs and facilitates the design of new business models, value propositions, and growth strategies for businesses.
3. Fosters and develops private/public sector partnerships to effectively create collaborative advantages for businesses and academic institutions.
4. Coordinates activities and placement for consultants, trainers, volunteers, interns, and other staff and program partners; coordinates instructional resources such as course outlines, job aids, and training contracts.
5. Prepares and maintains a variety of records and reports; ensures accuracy of departmental records and forms as stipulated in federal, state, and District guidelines.
6. Participates in the preparation of the annual budget and supervises its implementation and maintenance.
7. Researches, analyzes, and tracks educational, training, and work environment needs of the business community.
8. Selects and evaluates, consultants, contract education trainers, professional experts, and assigned District personnel; establishes goals and objectives for assigned area(s) of responsibility in concert with the strategic plan and administrative program review.
9. Collaborates with local Chambers of Commerce, trade and commerce, small businesses, professional business organizations, and other local governing bodies to assist in business attraction, retention, and promotion within service area.
10. Serves as a district liaison by participating in local, regional, state, and federal activities to promote the Riverside Community College District;
11. Coordinates communication and activities with business, industry, district personnel, trainers, government officials, and the public in partnership with appropriate district personnel i.e. director of governmental and community relations as needed.
12. Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited institution in business administration, information systems, or related field, and six years of experience in the management or

administration of economic and workforce development activities in collaboration with a community college or school district, including three years of direct management or supervisory experience.

Master's degree preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. Corporate training, professional development and community education programs
2. Regional, state and federal grant request and administration procedures
3. Principles and practices of program development and administration
4. Principles and practices of budget preparation, management, administration and reporting
5. Proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, and database
6. Methods and techniques in advertising and marketing
7. Principles and practices in designing, developing, and implementing effective, integrated programs and services
8. Personnel management, supervision, and evaluation.
9. Oral and written language skills to prepare reports and professional correspondence.
10. Pertinent federal, state, and local laws, codes, and regulations relating to the program area
11. Dynamics of a culturally and economically diverse community, its education and retraining needs.

ABILITY TO:

1. Interpret and apply Federal, State, County, and District rules, regulations, policies, and procedures
2. Prepare written reports and oral presentations
3. Communicate effectively both orally and in writing
4. Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities
5. Effectively manage resources.
6. Gather and analyze data and situations and make appropriate decisions.
7. Prepare and present comprehensive, concise, clear oral and written reports.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
9. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
10. Demonstrate professionalism, fairness, honesty, courtesy, patience and tact in all aspects of the performance of duties and working relationships.
11. Provide leadership based on ethics and principles as they relate to adult education program services, functions and operations.
12. Maintain understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: Co-workers, support staff, supervisors, clients, and business community members.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.