

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

POSITION OVERVIEW

The Assistant Director, Orange County (OC) Center of Excellence is responsible for the coordination and performance of the functions, projects, and activities of the Orange County 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. Conducts research on workforce development needs, analyzes various program data, and develops reports. In coordination with the Orange County Center of Excellence Regional Director, provides consultation and technical expertise to Orange County community colleges. This position reports to, receives direction from, and works in collaboration with the Regional Director, Orange County Center of Excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are essential for this position and illustrate the 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. Coordinates, reviews, and performs the daily functions, projects, and activities of the Orange County Center of Excellence, including workforce research, partnership development, and directing Orange County Center of Excellence classified staff, at the direction of the Regional Director.
2. Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis.
3. In coordination with the Orange County Center of Excellence Regional Director, provides consultation and technical expertise to Orange County community colleges and Orange County Governance Council concerning emerging jobs and workforce needs.
4. Manages and responds to inquiries and provides detailed and technical information concerning projects, including Labor Market Information (LMI) for program recommendation.
5. Writes, prepares, and maintains comprehensive reports and makes oral presentations explaining research findings related to labor market information, implications, and applicability.
6. Coordinates communications and information between other Center of Excellence regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies.
7. In collaboration with Orange County Center of Excellence Regional Director, conducts outreach activities to regional stakeholders.
8. Participates in Center of Excellence monthly calls and planning meetings, various committees, and advisory groups.
9. Makes presentations at meetings and conferences.
10. Stays abreast of new trends and innovations related to Center of Excellence programs, projects, and services.
11. Collaborates with Statewide Center of Excellence Director and other Center of Excellences in statewide research projects, workgroups, and development of Center of Excellence products.
12. Learns and applies emerging technologies to perform duties in an efficient, organized, and timely

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manner.

13. Participates in the selection training, motivation, and evaluation of assigned personnel.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The California Community College System.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Labor market information, workforce, and data research practices to produce workforce and data-driven research projects and reports.
4. Principles and practices involved in the development of programs and resources in support of emerging industry and workforce trends.
5. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
6. Expertise in computer software applications related to data analysis, data visualization, and report generation, including a high-level of proficiency in Excel.
7. Applicable laws, regulations, policies, and procedures relevant to the position.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.
10. Leadership, team building, motivation, and conflict resolution principles.
11. Effective planning and organizational techniques.

Ability to:

1. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
2. Work with Regional Director to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action.
3. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
4. Maintain effective working relationships with staff, senior management, representatives of regional community colleges, officials, contractors and the general public.
5. Effectively represent the Center of Excellence in contacts with regional colleges, K-12 partners, Workforce Development Boards, governmental agencies, community groups, and various business, professional, educational and legislative organizations.
6. 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.
7. Communicate effectively both orally and in writing.
8. Interpret, apply, and explain district policies and procedures.
9. Develop and implement procedures that improve efficiency and ensure compliance with district policies and procedures.
10. Oversee, direct, and coordinate the work of assigned staff.

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11. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university and three (3) years of demonstrated experience conducting research within economic workforce development, and/or career technical education OR Master/Doctorate degree from an accredited college or university and one (1) year of demonstrated experience conducting research within economic workforce development, and/or career technical education OR equivalent combination of training and experience.

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