

DIRECTOR, GLOBAL TRADE AND LOGISTICS INITIATIVE

CLASS SUMMARY

Under administrative supervision, responsible for implementing international trade development workforce and economic development operations as the Deputy Sector Navigator-Global Trade in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

REPRESENTATIVE DUTIES

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector employers with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect international education and global trade programs and employers, and promote and strengthen curriculum and program alignment. Works with employers, industry and international education and global trade organizations and Workforce Investment Boards to determine workforce gaps. Promotes integration of workforce training and employment. Strengthens programs within the Global Trade Sector at regional colleges and high schools, through such activities, including but not limited to, career exploration, career pathways, international education and dual enrollment. Provides incumbent worker training and promotes opportunities for contract education. Promotes faculty professional growth and internationalization of curriculum. Identifies and prioritizes gaps in the workforce, and develops strategies to address them. Works with representatives of business, labor and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Provides counseling and technical assistance on international trade to small business owners and individuals starting international businesses. This counseling and technical assistance will include, but not be limited to: assisting with identification and choice of distributors; matching buyers and sellers; assisting with contract negotiation, strategic planning for future business expansion, and possible avenues of finance. Marketing counseling in such areas as: 1) identifying international market niches; 2) market research; 3) access to international market studies; 4) market plan; 5) advertising and public relations; 6) product display; and 7) cooperative marketing. Supervise budget, auditing timelines, and evaluations. Develops and maintains international referral services. Establish formal agreements and delineate specific services and roles with other entities providing similar services, such as California Export Finance Office, US Department of Commerce, and Small Business Development Centers in the area. Recruit, train and schedule a cadre of consultants to provide services. Maintains close liaison with local, state and federal lending sources for small businesses involved in international trade. Serves on appropriate business and educational committees at the local and state level. Conducts classes and/or workshops as appropriate. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration

DIRECTOR, GLOBAL TRADE AND LOGISTICS INITIATIVE cont'd

planning/organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Assistant Vice Chancellor of Educational Services and manages the Deputy Sector Navigator-Global Trade grant program and supervises the program's staff.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelors Degree or higher from an accredited institution in a business area, minimum of five years experience in management, administration or delivery of programs in small business, economic development or international trade.

Knowledge and Abilities

Knowledge of: international trade and international business, small business activities in the community and the ability to participate in those activities. Ability to: perform counseling for clients of the Center, market the program, participate in organizations which promote international trade and other community based small business activities, seek professionals willing to act as referrals on a pro bono and reduced fee basis, and follow the guidelines of the grant.