

**DIRECTOR, LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIA
(LAOCRC) ORANGE COUNTY DIRECTOR**

CLASS SUMMARY

Reports to the designated administrator for the direction of the regional Los Angeles/Orange County Regional Consortia in accordance with the collaborative leadership of the Los Angeles and Orange County community college district and the California Community Colleges Chancellor's Office workforce and economic development initiatives.

REPRESENTATIVE DUTIES

Serves as an active member of state-wide, regional or local committees representing the LAOCRC as appropriate;

- Manages the regional consortium in conjunction with other co-chairs, including organizing consortium-wide meetings, developing and managing budgets, meeting reporting requirements, representing the consortium at statewide meetings and other operating duties of the Los Angeles/Orange County Regional Consortium.
- Provides leadership and long range economic and workforce planning in consultation with career technical education deans, faculty and workforce constituents.
- Serves the 9 Orange County college CTE and workforce/economic units to provide guidance and direction on program and grant planning, data utilization, workforce needs, and curriculum development in alignment with local and regional goals.
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- Manages the Consortium in collaboration with the Los Angeles County Director, including organizing Consortium wide meetings, developing and managing budgets, meeting reporting requirements, representing the Consortium at statewide meetings and other operating duties of LAOCRC.
- Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives.
- Works with career technical education, workforce and economic development initiative directors and various workforce/economic development agencies (such as the Workforce Investment Boards and chambers) in the region to identify and develop strategies to determine work-based needs for student readiness.

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- Works with DSNs and various workforce/economic development agencies (WIOA, LAEDC, WDBs, chambers) in Orange County to identify and develop strategies to determine work-based needs for student readiness. Serves as regional liaison to external business and appropriate community organizations.
- Serves as the regional liaison to external businesses and appropriate community organizations.
- Convenes and coordinates meetings and collaborations to align consortium strategic goals with campus resources, professional development, and regional initiatives.
- Provides leadership in budget management and the assessment of effectiveness measures in career technical education and workforce development.
- Plans, schedules and communicates regularly to colleges, workforce groups, and other stakeholders on county specific activities/initiatives and employer needs.
- Applies preparatory governance principles and interpersonal relationship building in a fair and consistent manner with deans, faculty, staff and student students, where applicable.
- Serves on regional committees and councils; works with deans and directors of career technical education programs to facilitate implementation of state workforce and economic development initiatives, coordinates collaboration and convenes meetings to support regional alignment and strategic planning;
- Oversees and facilitates regional program (curriculum) approval.
- Coordinates and incorporates regional initiatives focused on specific industry sectors, and facilitates and supports regional workforce and economic development initiatives.
- Facilitates connections between the colleges and industry sector initiative directors.
- Supports and coordinates marketing efforts that promote the colleges career technical education programs.
- Manages the regional consortia budget, monitors implementation of the work plan, and completes and submits reports as required by the grant.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator and manages assigned components of the Los Angeles/Orange County Regional Consortia grant in Orange County and supervises the program staff.

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REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Master's degree in business administration, marketing, or related field and a minimum of five years experience in career & technical education, economic & workforce development, and regional project development.

Desirable Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources
- Experience facilitating large groups
- Grant management experience

Required Skills: Thorough knowledge of: 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.