

EXECUTIVE DIRECTOR, NORTH FAR NORTH REGIONAL CONSORTIUM**GENERAL DESCRIPTION OF CLASS**

Under the direction of an assigned administrator, directs and provides leadership and innovative strategic direction for the North Far North Regional Consortium (NFNRC); directs and supervises functions and staff of the NFNRC; provides consultation to regional voting members, career education faculty, instructional deans, chief instructional officers and chief executive officers; develops, directs, and manages a comprehensive and complex plan for implementing workforce and economic development initiatives; works collaboratively to develop effective partnerships within the North Far North that cross multiple institutions, industry sectors and industry partners; ensures that all grant objectives and strategies are achieved; oversees implementation of all assigned projects; performs related work as required.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Coordinates and leads all operations of the North Far North Regional Consortium (NFNRC); implements regional and state projects, including project leadership, budget planning/management, allocation of funds, contract management, identification and development of new funding resources, provide consultation/support services for regional stakeholders, and communication about regional projects. *
2. Leads the development of regional requests for proposals (RFPs) and oversees comprehensive vendor selection processes for goods and services required to support regional initiatives and operations, overseeing the entire contracting process. *
3. Provides executive-level consultation and leadership support to college CEOs, CIOs, CSSO's and workforce development stakeholders, building strategic alignment and cohesion across institutions and sectors.*
4. Provides high level strategic leadership for the implementation of complex, multi-institutional initiatives in collaboration with state and regional stakeholders, including the CCCCCO (California Community Colleges Chancellor's Office), District and College CEO's/CIO's and other executive level partners. Develops and sustains governance structures that ensure transparency and accountability across all projects.
5. Leads and engages with inclusive regional and statewide committees and workgroups to inform strategy, project development and implementation.*
6. Leads the development and management of funding strategies and governance for major regional and state initiatives, including grants, contracts, and budget allocations aligned with institutional priorities.*
7. Acts as the first point of contact for regional inquiries; develops and maintains positive and engaging external regional collaborative partnerships. *
8. Directs and implements all aspects of NFNRC grant(s) and ensures that all

requirements associated with the grant(s) are met and reported accurately and on time.*

9. Develops, implements, and coordinates a comprehensive regional marketing plan for Career Education and Economic and Workforce Development programs at each college within the region including identification of appropriate media for the defined target markets. *
10. Directs, and coordinates regional planning to develop the goals, objectives and strategies required of the NFNRC and provides executive level oversight of the NFNRC governance structure. *
11. Leads, and provides executive level consultation to the NFNRC Coordinating Council to ensure there is support for regional projects and initiatives. *
12. Represents the region in executive-level advisory groups and statewide committees to influence policy and support implementation of regional goals in alignment with state system goals and objectives.
13. In coordination with the CCCCO, provides effective leadership and support for the Strong Workforce Program; develops and implements regional goals and ensures that regional plans align with regional goals. *
14. Directs the regional allocation of Strong Workforce Program funding to implement regional projects that support the development or expansion of Career Education programs in the colleges of the NFNRC. *
15. Develops and implements an effective regional communications plan to successfully provide accurate information, assistance, and support for the region; ensures that regular and effective communication is provided to the region's CEO's, CIO's, CSSO's and key stakeholders and other regional list serves and directories; ensures that the NFNRC website is interactive, updated, accurate, maintained and includes agendas, minutes, reports, and guidance related to the function of the NFNRC. *
16. Meets regularly with District and College stakeholders (Deans, Strong Workforce Coordinator, K-12 liaison, Institutional Research) in the NFNRC to ensure they are supported by NFNRC staff and regional work. *
17. Directs and leads engagement with the academic senate for curriculum alignment while adhering to the regional curriculum approval processes; provides consultation and technical assistance to voting members related to the Program Approval process and ensures that the program approval process meets current requirements; oversees the dissemination of curriculum, program, and other training materials throughout the region's community colleges. *
18. Assesses emerging trends in education, workforce development, and intersegmental collaboration at the regional, state and national levels to identify opportunities and inform strategic direction and planning for the consortium.*
19. Assesses the feasibility and leads the development of pilot projects or scalable models for innovative workforce development or educational initiatives designed to test new approaches or address specific regional needs.*
20. Develops and implements comprehensive change management strategies to ensure the successful adoption and integration of new regional initiatives, programs, and processes across colleges and partner organizations.*
21. Lead project teams in the facilitation of gathering requirements from diverse stakeholders across the region for new initiatives and projects.*
22. Leads all aspects of planning, scheduling and facilitation of conferences and meetings for informational and educational services that support the work of the NFNRC, including training related to CCCCO required reporting platforms. *
23. Leads the coordination and delivery of professional development and incumbent worker

Class Code: L227.200

Salary Range – MSC 26 - Exempt

- training opportunities in the region. *
24. Collaborates with the Centers of Excellence to review, analyze and disseminate findings related to labor market information to ensure that all investments, including Strong Workforce, are positively impacting the region and align with Strategic and Regional plans. *
 25. Ensures compliance with District, county, State and federal laws, rules and regulations related to the region and its associated projects and programs. *
 26. Initiates and maintains strategic partnerships with intersegmental educational systems (K-12, CSU, and UC) and external stakeholders including regional economic development agencies and intermediaries to drive regional collaboration, innovation and systemic alignment. *
 27. Collaborates with K-14 Technical Assistance Provider (TAP), to convene and provides support for the K-12 Strong Workforce Selection Committee. *
 28. Participates in Extended Operations and Deep Dive events organized or required by the CCCCCO and statewide NFNRC leadership. *
 29. Executes all responsibilities with an equity-minded focus. *
 30. Leads and directs all administrative functions for the NFNRC to include, but not limited to, contracts, correspondence, facility agreements, forms or surveys, purchase orders, billing, computer databases, and completion and submission of reports. *
 31. Directs and supervises staff of the NFNRC, planning and assigning work, coordinating activities, acting on employee problems, assisting with new employee selection, recommending employee discipline, transfers, and discharges as appropriate. *
 32. Reviews and evaluates the work of subordinates for effectiveness, accuracy, and adherence to District policies; provides guidance and assistance as needed. *
 33. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
 34. Serves on a variety of District committees, statewide workgroups and national committees as requested.
 35. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- A Bachelor's Degree* from an accredited college or university in business, communication, educational leadership, or a related field; **AND**
- Four (4) years of experience leading complex organizations or educational institutions, guiding strategic planning, developing, and implementing comprehensive and complex career education or workforce development initiatives; **AND**
- Three (3) years of experience in a senior level management position.
- One (1) year supervisory experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

DESIRED QUALIFICATIONS:

- Master's Degree in business, communication, educational leadership or a related field.
- Experience within a Community College.
- Experience leading and managing multiple initiatives in an educational setting.
- Experience with Career Education, Workforce Development and/or Economic

Class Code: L227.200

Salary Range – MSC 26 - Exempt

Development programs and organizations.

- Experience working with and overseeing grants.
- Experience developing curriculum and working with the approval process.
- Proficiency in Microsoft Office.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Hold a valid driver's license maintained throughout duration of employment with the District.
- Travel is required.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Laws and ordinances pertaining to specific responsibilities of the position.
- Mobile devices and applications utilized by the District and/or college.
- Curriculum development and approval processes.
- Statewide organizations involved in instruction, career education, and workforce development.
- Budget planning, administration, and oversight methods and techniques.
- Fiscal performance and measures.
- Policy and procedure development and methods of implementation.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Motivational techniques in providing leadership to a diverse group of employees.
- Modern office practices and procedures including technical report writing techniques.
- Current technologies including communication devices and digital hardware.
- Principles of public speaking.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.

Class Code: L227.200

Salary Range – MSC 26 - Exempt

- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Analyze and ensure compliance with regulations, rules, codes, contracts, and applicable law.
- Motivate and provide effective supervision and leadership to a diverse group of employees.
- Conduct outreach and build consensus between multiple internal and external stakeholders for complex multi-campus and multi-industry efforts.
- Oversee curriculum alignment.
- Interpret the laws, rules, and regulations regarding grants.
- Make sound, educated, decisions.
- Work independently with an emphasis on detail.
- Effectively and fluently use computers and a variety of hardware and software programs to perform advanced-level document production including creating charts, establishing and maintaining databases, utilizing list serves, calendaring systems, web sites, cloud-based systems for sharing documents and creating spreadsheets.
- Provide work direction and guidance to assigned staff.
- Research and analyze data, make relevant recommendations, and prepare clear, concise reports based on that analysis.
- Coordinate multiple complex initiatives while advancing a regional strategy.
- Convene and lead workforce partners outside the community college system.
- Demonstrate excellent constituency management and interpersonal skills.
- Work with diverse populations.
- Make required mathematical calculations accurately.
- Create and make public presentations.
- Develop and maintain records accurately and with confidentiality.
- Compile, organize and use various financial information necessary in the preparation and management of budgets.
- Analyze complex financial, statistical and narrative data.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Effectively communicate both verbally and in writing within the campus community as well as external audiences.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and carry out verbal and written instructions and direction.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and guidance to assigned managers, staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

Class Code: L227.200

Salary Range – MSC 26 - Exempt

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.