

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, ADVANCED TRANSPORTATION TECHNOLOGIES **STATEWIDE INITIATIVE**

THE POSITION

The Director, Advanced Transportation Technologies Statewide Initiative is a management position as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions or deletions in policy and/or through the appropriate authority.

DEFINITION

Under the direction of the Dean, Center for Training and Development, provide statewide leadership, technical support, monitoring, appraisal of services and training performance of the 10 Centers for Advanced Transportation Technologies in conjunction with the Economic and Workforce Development Program at the Chancellors Office of the California Community Colleges. In cooperation with the State Chancellor's Office, the statewide Strategic Priority Initiative Committee and the Economic and Workforce Development Program Advisory Committee (EWD PAC) coordinate resources and assist in providing a system-wide response to economic and workforce development opportunities related to Transportation Technologies.

REPRESENTATIVE DUTIES

1. Support the goals and objectives of the California Community College Economic & Workforce Development Program (EWDP) providing leadership and coordination for the operational and strategic activities of the Advanced Transportation Technologies Leadership grant and the ATT Initiative centers. ***E***
2. Explore funding opportunities to expand the ATTi initiative deliverables of services and training / curriculum statewide. ***E***
3. Establish and maintain effective communication and outreach activities among the Advanced Transportation Technologies Centers and other California Community Colleges. ***E***
4. Provide support and technical expertise to the subcommittees of the Economic and Workforce Development Program Advisory Committee and other task forces and work groups. ***E***
5. Monitor and assess all Centers to assure adherence to workplans, budgets, guidelines, and governing statutes, maintain collaboration among colleges, and make recommendations for improvements; develop performance improvement action plans for all Centers; ***E***
6. Offer professional development activities as related to the ATTi Initiative. ***E***
7. Accurately prepare, maintain and submit all required electronic data and narrative reports quarterly and annually to the State Chancellor's Office; prepare, submit and administer a timely budget. ***E***
8. Represent the California Community Colleges and the EWDP as a subject matter expert for Advanced Transportation Technologies, in regional, state, or national meetings and in outreach to business and industry. ***E***
9. Assist ATTi colleges with outreach and market of their services and training programs; represent the Initiative to business, industry, and professional organizations, maintain a website for the benefit of clients, faculty and staff. ***E***
10. Lead the ATTi in developing regional and national partnerships and cooperative ventures with businesses, professional organizations, government agencies and/or community based organizations. ***E***
11. Prepare narratives and oral presentations to diverse audiences; facilitate group processes. ***E***
12. Perform other related duties as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge of: Knowledge and understanding of community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus and a demonstrated ability to work with people from this diverse population; advanced automotive industry trends and needs; ATTi training programs delivered directly to industry sites and educational settings; the California Community College Economic and Workforce Development Programs; Federal, State, County, and District rules, regulations, policies, and procedures; the technical aspects of alternative fuel vehicles and alternatives fuels to include Ethanol, Methanol, bio-diesel, liquid natural gas, compressed natural gas and Hydrogen; hybrid technologies including diesel, gas, bio-diesel and electrical/fuel cell vehicle application; acquiring and maintaining grant funded programs.

Ability to: Convert broadly defined EWDP program goals into action plans and targeted outcomes; collaboratively establish measurable objectives, assign, and review the accomplishments of ATTi Centers in a manner conducive to successful accomplishment of EWD program goals; assess industry and regional needs; mentor, train, and evaluate staff; plan, prioritize, and assign work in order to meet schedules and timelines; organize and facilitate large-scale meeting and processes involving diverse groups; secure industry and interagency partnerships, funding/grants, and accomplish goals within financial limitations and deadlines; apply relevant Federal, State, County, and District rules, regulations, policies, and procedures; develop and maintain cooperative relationships with local, regional, national employers, agencies and governmental entities; develop and maintain budgets and reporting systems; use a computer and applicable software including word processing, spreadsheets, PowerPoint, and email.

QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all academic administrative positions: Minimum qualifications for services as an educational administrator shall be both of the following in accordance with Title V section 53417:

- Possession of a master's degree in advanced transportation, engineering or related area.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment demonstrating the knowledge of the technical aspects of alternative fuel vehicles and alternatives fuels to include Ethanol, Methanol, bio-diesel, liquid natural gas, compressed natural gas and Hydrogen; and knowledge of hybrid technologies including diesel, gas, bio-diesel and electrical/fuel cell vehicle application.

DESIRABLE QUALIFICATIONS:

Three (3) years transportation related management experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment with interruptions. Sit or stand for extended periods of time. Travel between sites. Requires statewide travel.

Categorical and Grant Funded Supervisory Staff Salary Schedule
Range VIII