

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **Manager, Regional Employer Engagement**

#### **BASIC FUNCTION**

Under the supervision of the area administrator, the Regional Employer Engagement Manager will serve the Inland Empire Desert Regional Consortium (IEDRC) low desert subregion of two community colleges, College of the Desert and Palo Verde Community College, as the primary employer engagement manager. The Regional Employer Engagement Manager will not focus on specific industries but rather serve all employers within the sub-region, working broadly across all industry sectors and all colleges within its' sub-region.

#### **REPRESENTATIVE DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Coordinate employer engagement activities between multiple colleges, K12, and the region; partner with K12 pathway coordinators within the region.
2. Collaborate with regional job developers, LAUNCH, Workforce Development, Contract Ed, and other entities involved in employment engagement; facilitates business and college interaction.
3. Serve as a conduit between employers and college services to ensure that employers have access to the full range of opportunities.
4. Outreach to individual businesses and participation in local industry/business meetings (i.e., Chamber of Commerce).
5. Facilitate business and college interaction.
6. Support community colleges and K12 Local Education Agencies (LEAs) with their Career Technical Education (CTE) advisory events, skills panels, job fairs, etc. by assisting with employer participation.
7. Assist community colleges and K12 LEAs with the expansion of work-based learning programs and opportunities.
8. Facilitate college responsiveness to the training needs of employers, including connecting employers to colleges for credit, non-credit, and contract education.
9. Serve as a general point of contact for employers within the sub-region.
10. Create and utilize a college/employer gap analysis to highlight existing college partnerships, areas of need, and areas of opportunity in the sub-region.
11. Provide routine updates to the consortium regarding the performance of the project including consolidating and editing quarterly narrative reports from information provided by partner colleges to the fiscal agent, preparing an annual summary report, and sharing best practices and lessons learned.
12. Collaborate with other Employment Engagement Managers and Industry Sector Managers for efficiency and to avoid duplication of efforts.
13. Collaborates with the IEDRC
14. Other duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

1. Methods, techniques, and procedures used in the planning, development, marketing.

2. Principles and processes for business and organizational modeling.
3. Leadership techniques.
4. Strategic planning, resources allocation, staffing, and supervision.
5. Analysis and various complex methods for the presentation of data and ideas.
6. Standard business software such as word processing, spreadsheets, presentation and specialized business software.
7. Methods for gathering and presenting general, statistical, and technical data.
8. Budget development and expenditure tracking.
9. Complex business report writing.

**Ability To:**

1. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Provide leadership and prioritize projects.
2. Communicate effectively, both orally and in writing.
3. Prepare and make effective presentations to administrators and business community groups.
4. Develop effective partnerships between the colleges and community and industry leaders
5. Read, interpret, apply and explain laws, rules, guidelines, and regulations as it relates to categorically funds and grants.
6. Develop and maintain accurate records and reports.
7. Analyze situations and adopt an effective course of action.
8. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability and ethnic backgrounds of students, staff and the community.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in any subject; and two (2) of professional experience in workforce development, economic development, organizational development, project management, or related experience.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**WORKING CONDITIONS**

Employee will work in office environments as well as frequent travel to different colleges, schools, businesses, and local agencies. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push pull or otherwise move objects of light to moderate weight (up to 50 lbs.), work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to

operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Driving a vehicle to conduct work as necessary.

**EMPLOYMENT STATUS**

Classified Management

Leadership Salary Schedule Row VI

Board Approved April 21, 2023

Personnel Management Committee Review: March 9, 2023