

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DEPUTY SECTOR NAVIGATOR** **ADVANCED TRANSPORTATION AND RENEWABLES**

#### **BASIC FUNCTION**

Under the direction of the responsible Dean, with input from the State Sector Navigator for Advanced Transportation and Renewables, perform the duties and activities of the grant-funded Deputy Sector Navigator, supervise the day to day operations of the Desert Energy Enterprise Center, generate and administer grant funding; promote advanced transportation and renewable energy systems education and training; and train, supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES**

*The duties listed below are representative of the essential functions of the position.*

1. Under general direction, develop industry, labor, education, and economic and workforce development agency partnerships to address education and workforce skill needs of the advanced transportation and renewable energy sectors region-wide.
2. Establish and maintain regional advisory groups involving stakeholders from industry, labor, education, and economic and workforce development agencies to serve sector-related CTE and EWD programs.
3. Convene, advise, and support Deans and faculty representing Region 9 community college programs related to the advanced transportation and renewable energy sectors to better align such programs and curricula with sector workforce education and skill needs.
4. Advise and support Region 9 community college programs in conducting incumbent worker training that meets industry sector needs.
5. Convene, advise, and support Deans, faculty, and administrators at the community college and secondary school levels in creating career pathways that include sector-appropriate course content, certificate options, and industry recognized credentials.
6. Manage the day to day operations of the Desert Energy Enterprise Center which provides education, training and resource development for Inland Empire/Desert Region in alternative fuels transportation and renewable energy systems.
7. Assist with reduced emissions training efforts, and related topical areas in transportation efficiency and alternative energy.
8. Facilitate program expansion; establish and implement programmatic goals for the transportation and energy programs within the region; and develop and implement new grants and programs related to transportation and energy instruction at COD and within the region.
9. Administer DSN grant and related grants.
10. Prepare and submit required reports in a timely manner.
11. Apply for renewal funding, liaison with California Community College's Chancellor's Office (CCCCO), Sacramento.
12. Manage and administer DSN – ATR related grants. Identify new funding opportunities, determine feasibility of applying for additional funding, and prepare and submit proposals, as appropriate. *E*
13. Provide regional leadership and technical assistance in the area of advanced transportation technology and renewable energy; expand program impact in the southern California region; conduct and coordinate outreach activities.
14. Promote advanced transportation and renewable energy technology education and training services to industry, government agencies, and local schools and colleges.
15. Conduct and/or oversee industry needs assessments in the transportation and energy areas; coordinate the delivery of technical assistance, specialized training, or other services, as needed.

16. Oversee and facilitate the delivery of instruction provided by the DEEC Center including the capacity for credit-based (FTES) and fee-based courses, utilizing faculty, adjunct, and independent trainers. Assist in the preparation of curriculum.
17. Hire and evaluate consultants and trainers for the transportation programs.
18. Research/report on industry trends and legislation in alternative fuels, alternative modes of transportation, alternative energy and other areas related to DSN.
19. Oversee the production of publicity materials; work with web designer to further develop/refine information presented about the transportation program(s).
20. Expand partnerships with business, industry, and public agencies.
21. Represent COD EWD, the College and the District at state and local meetings. Present at conferences and other public forums, coordinating efforts in cooperation with the Statewide Sector Navigator Program.
22. Perform other related duties as assigned by supervisor.

### **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 and energy industry trends and needs; Regional DSN-ATR training programs delivered directly to industry sites and educational settings ; Federal, State, County, and District rules, regulations, policies, and procedures; and development and implementation of marketing strategies. Principles and practices of program administration and office operation; budget preparation and administration; interpersonal skills using tact, patience and courtesy; oral and written communication skills; marketing principles and methods; team building principles; record-keeping techniques; modern office practices, procedures and equipment; community college accelerated training procedures and practices; writing, negotiating, implementing, and evaluating training contracts and grants; organizational operations, budgeting and time management.

**Ability to:** Implement program goals and evaluate outcomes; collaboratively establish measurable objectives, assign, and review the accomplishments of the activities; mentor, train, direct, and evaluate staff consultants; 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.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's or higher degree in advanced transportation, energy, engineering, career and technical education or related area and three (3) years experience working with the field of advance transportation or energy technology.

### **DESIRABLE QUALIFICATIONS**

Three (3) years of related workforce management experience.

Master's Degree in a related Discipline

Community College Experience

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and 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. Evening and weekend assignments travel within and out of state will be required.

**EMPLOYMENT STATUS**

Classified Administrator

Leadership Salary Schedule Row VII

Approved: 7/18/13