

DESERT COMMUNITY COLLEGE DISTRICT

DEPUTY SECTOR NAVIGATOR, HEALTHCARE

BASIC FUNCTION

Under the direction of the responsible Dean, with input from the State Sector Navigator for Healthcare, perform the activities of the grant-funded Deputy Sector Navigator, supervise the day to day operations assigned staff, generate and administer grant funding; promote Regional Workforce Development in the Healthcare Sector; 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. Lead the day to day activities of the Regional DSN-Healthcare grant which provides education, training and resource development for Inland Empire/Desert Region in Healthcare Education and Training.
2. Assist with increasing Healthcare related academic and Workforce educational offerings throughout the Inland Empire/Desert Region.
3. Generate and administer external funding through partnerships, fee-based learning, grant development and program expansion; establish and implement programmatic goals for the related programs.
4. Administer DSN-Healthcare grant and related grants.
5. Prepare and submit required reports in a timely manner.
6. Apply for renewal funding, liaison with California Community College's Chancellor's Office (CCCCO), Sacramento.
7. Identify new funding opportunities, determine feasibility of applying for additional funding, and prepare and submit proposals, as appropriate.
8. Provide regional leadership and technical assistance in the area of Healthcare; expand program impact in the Inland Empire/Desert region; conduct and coordinate outreach activities.
9. Promote educational services in Healthcare to industry, government agencies, and local schools and colleges.
10. Conduct and/or oversee industry needs assessments in the Healthcare sector; coordinate the delivery of technical assistance, specialized training, or other services, as needed.
11. Oversee and facilitate the delivery of instruction provided regional partners and COD including the capacity for credit-based (FTES) and fee-based courses, utilizing faculty, adjunct, and independent trainers. Assist in the preparation of curriculum.
12. Hire and evaluate consultants and trainers for the transportation programs.
13. Research/report on industry trends and legislation in alternative fuels, alternative modes of transportation, and other areas related to DSN-Healthcare.
14. Oversee the production of publicity materials; work with web designer to further develop/refine information presented about the grant activities.
15. Expand partnerships with business, industry, and public agencies.

16. 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.
17. 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; DSN-Healthcare 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 grant and related 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, state 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 degree in an Allied Health Discipline, Public Health, Public Administration or related area and three (3) years experience working in the field of Healthcare or Workforce Development.

DESIRABLE QUALIFICATIONS:

Three (3) years educational related management experience.
Experience working with Discipline Community College Faculty
Masters Degree in a related discipline

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 and travel within and out of state are required.

EMPLOYMENT STATUS
Classified Administrator

Leadership Salary Schedule Row VII

Approved: 7/18/13