

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, ADVANCED TRANSPORTATION TECHNOLOGY CENTER

BASIC FUNCTION

Under the direction of the Dean, Center for Training and Development, manage the day to day operations of the Advanced Transportation Technology (ATT) Center; generate and administer grant funding; promote advanced transportation technology and alternative fuel; and train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Under general direction manages the day to day operations of the ATT Center which provides education, training and resource development for southern California in alternative fuels transportation and the clean air industry. *E*
2. Assist with reduced emissions training efforts, and related topical areas in transportation efficiency. *E*
3. Generate and administer grant funding and program expansion; establish and implement programmatic goals for the transportation programs; and develop and implement new grants and programs related to transportation. *E*
4. Administer existing ATT grant and related grants. *E*
5. Prepare and submit required reports in a timely manner. *E*
6. Apply for renewal funding, liaison with California Community College's Chancellor's Office (CCCCO), Sacramento. *E*
7. Manage and administer ATT-related grants. Identify new funding opportunities, determine feasibility of applying for additional funding, and prepare and submit proposals, as appropriate. *E*
8. Provide regional leadership and technical assistance in the area of advanced transportation technology; expand program impact in the southern California region; conduct and coordinate outreach activities. *E*
9. Promote transportation technology and alternative fuel services to industry, government agencies, and local schools and colleges. *E*
10. Conduct and/or oversee industry needs assessments in the transportation area; coordinate the delivery of technical assistance, specialized training, or other services, as needed.
11. Oversee and coordinate the delivery of instruction provided by the ATT Center including the capacity for both 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 ATT.
14. Oversee the production of publicity materials; work with web designer to further develop/refine information presented about the transportation program(s).
15. Expand partnerships with business, industry, and public agencies.
16. Represent ATT, the College and the District at state and local meetings. Present at conferences and other public forums, coordinating efforts in cooperation with the Statewide ATT 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; advanced automotive industry trends and needs; ATTC 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 ATTC Centers; 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 degree in advanced transportation, engineering or related area and three (3) years experience working in the field of advance transportation technology.

DESIRABLE QUALIFICATIONS:

Three (3) years transportation related management 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.

Categorical and Grant Funded Supervisory Staff
Range V