



JOB TITLE: DIRECTOR, CENTER FOR APPLIED COMPETITIVE TECHNOLOGY (CACT)

Classification: Classified Administrator Retirement Type: PERS*
Salary Range: 11 Board Approved: November 17, 2008

BASIC FUNCTION:

Under the general direction of the Dean of Community Advancement, apply leadership and management to the overall operation, and promotion of programs and services for the Center for Applied Competitive Technologies (CACT). Develop, coordinate and monitor education and training programs, technical assistance and technology transfer services offered by the CACT to employers and other colleges in the region. Provide ongoing research regarding potential opportunities in new technologies and industry trends. This position is contingent upon availability of State of California grant funding.

Authority and responsibility for developing, planning, organizing, directing and leading services for manufacturers and technology employers through the El Camino College Center for Applied Competitive Technologies.

REPRESENTATIVE DUTIES:

Plan, organize, direct and evaluate a program to deliver CACT services to employers and colleges in the region.

Develop and expand the CACT Advisory Board, hold regular meetings to guide CACT strategic direction and activities.

Work with other CACT directors in the state in order to develop and distribute marketing & informational materials and identify regional manufacturers to work with the centers.

Monitor credit and non-credit courses offered at the center and identify curricula that may contribute to advancing workforce skill development in manufacturing.

Coordinate regional activities and services related to meeting identified needs of the manufacturing/technology workforce.

Form collaborative partnerships between manufacturers and/or technology employers and the community college regional consortium in order to retain and expand the regional workforce.

Research, identify, develop and evaluate related grant and other funding opportunities.

Establish and ensure the operation of a manufacturing demonstration site.

Develop public, private and internal college partnerships and leverage resources that support the services and activities that are needed to carry out the mission of the CACT.

Foster the transfer of technology by providing information on technology transfer applications which will improve manufacturing company operations.

Offer technical assistance and fee-based training services that meet revenue goals as defined by the CACT grant requirements.

Provide CACT resources, technical assistance and leadership to the colleges in the region.

Prepare and administer the CACT program budget and monitors the collection of data elements required by the State.

Prepare contract proposals and CACT quarterly and yearly reports for the Chancellor's Office and other funding sources.

Represent the CACT and the college at meetings and conferences related to manufacturing and technology.

Plan and execute special projects.

Recruit, train, manage and evaluate staff.

Foster outreach services at community, business, industry, professional organizations and K-12 districts.

Perform other administrative duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Must have a Master's degree in a related field and three (3) years progressively responsible experience in management or administration of programs in manufacturing or economic development; OR Bachelor's degree in related field and five (5) years experience as described above.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Program management and leadership.

Principles and methods of marketing, sales and contract/project management.

Technologies and practices found in modern manufacturing.

Emerging technologies and their implications.

Program development and evaluation.

Manufacturers and technology employers in the region.

Economic development.

Oral and written communication skills.

Budget preparation and control.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Abilities/Skills:

Manage, lead and coordinate the work of others, including training or performance consulting, scheduling and performance evaluation.

Communicate effectively in writing and orally.

Establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic environment.

Work effectively and demonstrate currency of knowledge with computers and technology.

Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

Work in a fast-changing, entrepreneurial industry.

Manage budgets on assigned grants and projects.

Market programs.

Hire, train, manage and evaluate staff and consultants/trainers.

Develop, write and manage grant proposals and contracts.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Seek and identify potential funding sources.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to off site locations periodically.

Move from one work area to another.

Hand, wrist and finger dexterity to operate various machines.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.