



## Manager, Regional Employer Engagement

Classified Range: I3

Board Approved: 6/9/2022 P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under general direction, The Manager, Employer Engagement serves the Inland Empire Desert Regional Consortium subregion (known as IEDRC Metro 1) three community colleges – Chaffey College, Crafton Hills College, and San Bernardino Valley College as the primary employer engagement manager. The 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.

This position is contingent on grant funding.

### **REPRESENTATIVE DUTIES**

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1. Serves as a sector generalist for employer engagement in each of the four sub-regions encompassing the 9 IEDRC community college districts/12 community colleges; serves as a general point of contact for employers within the sub region.
2. Coordinates employer engagement activities between multiple colleges, K12, and the region; partners with K12 pathway coordinators within the region.
3. Collaborates with regional job developers such as, LAUNCH, Workforce Development, Contract Ed, and other entities involved in employment engagement.
4. Serves as a conduit between employers and college services to ensure that employers have access to the full range of opportunities; facilitates business and college interaction.
5. Performs outreach to individual businesses and participation in local industry/business meetings (i.e., Chamber of Commerce).
6. Supports 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. Assists community colleges and K12 LEAs with the expansion of work-based learning programs and opportunities.
8. Facilitates college responsiveness to the training needs of employers, including connecting employers to colleges for credit, non-credit, and contract education.
9. Collaborates with other Employment Engagement Managers and Industry Sector Managers for efficiency and to avoid duplication of efforts; works closely with Industry Sector Managers as needed and appropriate.



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10. Creates and utilizes a college/employer gap analysis to highlight existing college partnerships, areas of need and areas of opportunity in the sub-region.
11. Collaborates with the IEDRC Chair.
12. Performs other duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a contract education program.
- Principles and practices of administering and monitoring grants.
- Methods, techniques, and procedures used in the planning, development, marketing.
- Principles and processes for business and organizational modeling.
- Leadership techniques, strategic planning, resources allocation, staffing, and supervision.
- Analysis and various complex methods for the presentation of data and ideas.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.
- Methods for gathering and presenting general, statistical, and technical data.
- Budget development and expenditure tracking.
- Complex business report writing.

#### **Ability to:**

- Provide leadership and prioritize projects.
- Communicate effectively, both orally and in writing.
- Prepare and make effective presentations to administrators and business community groups
- Develop effective partnerships between the colleges and community and industry leaders
- Read, interpret, apply and explain laws, rules, guidelines and regulations as it relates to categorically funds and grants.
- Develop and maintain accurate records and reports.
- Analyze situations and adopt an effective course of action.

### **MINIMUM QUALIFICATIONS**

#### **Education/Training:**

- A Bachelor's degree from an accredited institution in business administration, public administration, or a related field.

#### **Required Experience:**



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- Five (5) years of professional experience in workforce development, economic development, organizational development, or project management; **AND**
- Professional experience working with Federal, State, and categorical grants; **AND**
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **License Requirement:**

- A valid California Driver's License.

### **DESIRED QUALIFICATIONS**

- Demonstrated advocacy for students and students' needs

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent travel to other sites.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction