

**Program Director,
Central Valley Mother Lode Regional
Consortium (COF)
District Office**

Definition

Under the direction of the Central Valley Mother Lode Regional Consortium (CVML) Regional Chair/Executive Director or designee, the Program Director provides leadership, coordination, and programmatic support for regional Career Technical Education (CTE) and workforce development initiatives serving the colleges of the Central Valley Mother Lode region.

The Program Director leads and facilitates collaborative planning efforts with community college CTE leaders, faculty, regional partners, and other stakeholders to support the development, implementation, evaluation, and continuous improvement of regional workforce and CTE strategies. The position serves as a key programmatic resource to the Consortium and its member colleges, helping translate regional priorities, labor market needs, statewide initiatives, and funding requirements into coordinated strategies and actionable regional plans.

The Program Director works with a high degree of independence and professional judgment in facilitating regional initiatives, coordinating cross-college planning, supporting implementation of Consortium priorities, and advancing alignment among colleges and regional workforce partners.

This position is contingent upon continued funding.

Examples of Duties

1. Provide programmatic leadership and coordination for regional CTE, workforce development, and related Consortium initiatives in alignment with CVML priorities, regional plans, and applicable California Community Colleges Chancellor's Office requirements including the CVML Strategic Plan.
2. Represent the Consortium, as assigned, at regional and statewide meetings, convenings, committees, professional associations, and other CTE and workforce development activities to advance regional priorities, strengthen partnerships, and identify opportunities to align and leverage resources. Convene and facilitate collaborative planning processes with CTE deans, faculty, administrators, employers, workforce development partners, K-12 partners, economic development organizations, and other stakeholders as appropriate.

3. Support the Regional Chair/Executive Director in operationalizing Consortium priorities, statewide initiatives, legislation, funding requirements, labor market information, and regional workforce needs into coordinated programmatic strategies and activities.
4. Manage and coordinate the regional CTE program approval process, including reviewing and tracking program submissions, facilitating required regional review and voting processes, documenting approvals and decisions, communicating status and requirements to colleges, and maintaining accurate records to support timely and compliant program approval.
5. Develop and maintain strong working relationships with CTE leaders and other appropriate representatives at Consortium member colleges to identify emerging needs, opportunities, challenges, and areas for regional collaboration.
6. Facilitate regional conversations regarding existing and emerging CTE programs, opportunities for collaboration, program alignment, gaps in regional training capacity, and responsiveness to labor market and employer needs.
7. In collaboration with the Regional Chair/Executive Director and Director of Operations and Compliance, provide leadership and coordination for assigned regional committees, workgroups, communities of practice, planning teams, and special initiatives; develop agendas, facilitate meetings, document recommendations, and support implementation of resulting action items. Research, analyze, and synthesize regional and statewide information related to CTE, workforce development, labor market trends, educational programs, and emerging industries, in collaboration with regional workforce and labor market information staff and partners, to inform Consortium planning, program development, prioritization, decision-making, and continuous improvement.
8. Review and assess the progress and effectiveness of assigned regional initiatives; analyze relevant data, identify opportunities for improvement, and recommend strategies to strengthen outcomes, collaboration, and regional impact.
9. Coordinate the development of regional deliverables, reports, plans, presentations, recommendations, and other materials required by the Consortium, funding agencies, the California Community Colleges Chancellor's Office, or other entities.
10. Coordinate and support professional development, technical assistance, information sharing, and regional learning opportunities that strengthen CTE leadership and programmatic capacity across Consortium colleges.
11. Maintain current knowledge of California Community Colleges CTE and workforce development policies, initiatives, funding requirements, emerging practices, and statewide priorities relevant to the work of the Consortium.

12. Prepare and deliver presentations, reports, recommendations, and other communications for Consortium leadership, committees, member colleges, and regional or statewide partners under the direction of the Regional Chair.
13. Provide leadership and coordination for the Consortium's communications and marketing efforts, including the CVML website, regional newsletter, marketing materials, branding standards, and other public-facing communications; ensure content is timely, accurate, consistent, and aligned with Consortium priorities and messaging.
14. Perform other duties related to the position as assigned.

Minimum Qualifications

- Master's degree in an academic area related to assignment.
- Five years of full-time experience in administration, including at least three years of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- California Community Colleges CTE and workforce development programs, policies, and funding structures;
- Strong Workforce Program and other relevant statewide workforce initiatives;
- Regional consortium structures and processes;
- CTE program approval and regional review processes;
- Labor market information and workforce trends;
- Regional planning and collaborative governance;
- Grant and categorical funding requirements;
- Program evaluation and continuous improvement;
- Facilitation, stakeholder engagement, and cross-institutional collaboration;
- Communications and marketing for regional initiatives;
- Applicable Education Code, Title 5, and Chancellor's Office requirements related to CTE and workforce development. Computer operations/data processing systems.
- Accounting, budgeting and fiscal reporting.

Knowledge and Abilities (continued)

Ability to:

- Facilitate collaborative planning and decision-making among multiple colleges, regional partners, employers, and other stakeholders.
- Coordinate complex regional initiatives involving multiple institutions and competing priorities.
- Interpret and apply applicable CTE, workforce development, funding, and program approval requirements.
- Analyze and synthesize labor market, programming, policy, and funding information to support regional planning and decision-making.
- Prepare clear reports, presentations, recommendations, and communications for executive, regional, and statewide audiences.
- Establish and maintain effective working relationships with faculty, administrators, employers, workforce partners, K-12 partners, and state agencies.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified management position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)