

Executive Director, Energy and Development
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice Chancellor, Educational Services and Student Success, the Executive Director, Energy and Development is responsible for the leadership, management, and direction for all of the energy and development initiatives for the District. The position is also responsible to coordinate all planning activities related to energy and development initiatives districtwide.

Example of Duties

1. Manage, coordinate, and provide leadership related to all of the Energy Development initiatives that conduct activities related to economic development and workforce stakeholder engagement.
2. Consult and collaborate with industry, community leaders, and regional businesses regarding their specific workforce, energy and resource needs in the region and District's service area.
3. Serve in a statewide and federal capacity for the District regarding Energy, Workforce and District Investment proposals.
4. Guide and direct project staff in the execution of energy initiatives and evaluate staff performance.
5. Oversee the design, development, and implementation of Federal, State and District Energy initiatives.
6. Participate in the selection/hiring of staff/faculty and support staff; evaluate and recommend disciplinary action as appropriate; train and assign staff; provide performance evaluations.
7. Participate in advisory and collaborative partnerships with Energy industry associations, and other workforce boards and community organizations.
8. Keep current on related Energy developments at the Federal, State and local level by participating in industry conferences, government roundtables and community workshops.

9. Maintain the reporting and accountability necessary to ensure that the Energy Development initiatives are meeting their fiscal and programmatic obligations.

10. Perform other duties 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:

- The mission of community colleges, particularly California community colleges.
- Project management.
- Leadership and management principles and techniques.
- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
 - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
 - Pertinent sections of California Education Code.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - Federal regulations pertaining to the Family Educational Rights and Protection Act.
- California Community College energy, economic and workforce development initiatives.
- Energy, Construction and Utilities sector labor market.
- Entrepreneurship and small business.
- Kern County priority industry clusters.
- Adult learning theory.
- Corporate and industrial training practices.
- Workforce services providers.
- Employment Training Panel Funding eligibility and regulations.
- Accounting, budgeting, and fiscal reporting.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Supervise professional and support staff.
- Develop, monitor, and administer budgets.
- Meet schedules and timelines.
- Work flexible hours, including evenings and weekends.
- Establish and maintain effective working relationships with a variety of individuals and organizations and facilitate inter-organizational cooperation.
- Learn College and District organization and applicable operations, policies, and procedures.
- Utilize internet research, computer spreadsheets and word processing, electronic mail, and spreadsheet programs.
- Communicate effectively both orally and in writing.
- Travel to required meetings.

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 Often—51-75 percent = 3
Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

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

Status/Rationale

This is an Educational Administrator position.

Signatures / Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)