



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR, SILICON VALLEY ADVANCED MANUFACTURING PARTNERSHIP

DEPARTMENT: Workforce Development

COLLEGE: Foothill Community College

SALARY GRADE: A2/A3 - H

POSITION PURPOSE:

Under the direction of the Associate Vice President of Workforce/ CTE plans, directs and oversees the management, compliance and strategic direction of the Silicon Valley Advanced Manufacturing Partnership (SVAMP); collaborates with faculty, staff, community colleges, grant evaluator and community partners to achieve the grant's objectives, maximize its impact on student success, and create a sustainable structure to increase the talent pipeline in advanced manufacturing by focusing on underrepresented populations in this field; ensures the successful execution of the grant project, including data collection, data management, accurate reporting, and comprehensive project oversight; and performs other related duties as assigned.

NATURE and SCOPE:

The Director, SVAMP is responsible for working with member colleges, the Bay Area Community Colleges Consortium (BACCC), employers and community-based organizations to develop and implement programs that drive enhancements to manufacturing technician and machinist training programs in Silicon Valley. This grant funded position oversees the implementation and management of the Strengthening Community Colleges Training grant. This grant effort is a partnership amongst five community colleges, De Anza, Evergreen, Foothill, Mission and Ohlone.

The Director plays a key leadership role in overseeing SVAMP, funded by Department of Labor's Strengthening Community Colleges Round 5 grant. The Director is instrumental in developing and implementing work plans with five colleges to meet the goals of SVAMP. The Director brings together multiple stakeholders including colleges, economic development agencies, workforce systems and community organizations to meet the workforce needs of the advanced manufacturing industry in Silicon Valley.

The incumbent leads and supports a team including deans from various colleges, Sub-Regional Director of BACCC and FHDA Central Services. The incumbent will work closely with an Evaluator to ensure that member colleges are meeting the expectations of the grant.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Plans, directs and administers the SVAMP grant; develops, manages and implements a detailed project plan, including timelines, milestones, resources needed and budget tracking; directs and oversees the management, compliance and strategic direction of SVAMP and ensures the projects are meeting the grantor goals and objectives.
2. Collaborates with stakeholders to conduct needs assessment and gap analysis of the advanced manufacturing industry in Silicon Valley; identifies barriers to student entry and develops wraparound student support services; facilitates identification of shared interests, goals and objectives setting, and facilitates the development of projects and workplans; identifies, documents and tracks individual college and regional employer needs and trends.

3. Designs and implements data collection strategies to track key performance indicators (KPIs) and measure the effectiveness of grant-funded activities; establishes and maintains a robust data management system, ensuring data integrity, security, and accessibility.
4. Manages the grant budget, ensuring expenditures are aligned with the approved budget and grant guidelines; monitors budget variances and prepares budget reports.
5. Convenes and provides professional expertise to SVAMP member colleges including tracking action plans, process improvements or program enhancements and maintaining grant project records; facilitates communications and collaboration amongst college stakeholders, granting agency, industry partners and educational and community leadership to ensure stakeholders have access to critical information; organizes regular project meetings and disseminates all formal actions including minutes, records and data.
6. Oversees the development and improvement of employer-informed curriculum; engages advanced manufacturing pathway students in certificate stacking and other acceleration opportunities to support timely and effective transitions to employment and long-term success, especially for disproportionately impacted students; assists member colleges in the development of differentiated and streamlined intake and orientation processes and pre- and -post employment services and opportunities.
7. Researches best practices and market intelligence information; collects and analyzes complex data sets, prepares narrative and statistical reports; develops presentations of research findings appropriate to various audiences; develops and monitors individual grant and program tracking/data and ensures SVAMP meets state and federal guidelines; ensures accuracy and timely submission of mandated funder, federal, state and county reporting.
8. Conducts presentations to stakeholder groups including college leadership to achieve a variety of goals including demonstration of need/progress, sharing value propositions for stakeholder consideration, identifying institutional barriers and methods to address them, and promoting assigned programs and plans.
9. Contributes to the evaluation of the grant project, including data analysis and report writing; identifies areas for improvement and makes recommendations for future grant proposals.
10. Maintains SVAMP website and social media; develops and distributes a variety of outreach and marketing materials.
11. May chair, staff and/or serve on statewide, regional and/or subregional committees and represents SVAMP at local, regional, state and national conferences, meetings, workshops and seminars.
12. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio-economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Principles, practices and techniques used in the analysis, evaluation, design, planning and project management of workforce development and career technical education programs.
2. Requirements, guidelines, rules and objectives applicable to workforce development and career technical education grants.
3. Principles, practices and methods of grant budget development and management and grant outcome tracking and monitoring.
4. Advanced manufacturing industry and career verticals.

5. Applicable federal, state and local laws, rules and regulations, including California Education Code and Administrative Code provisions and Career Technical Education standards of the California Department of Education.
6. Research methods and analysis techniques.
7. Federal, state and local policies and directives applicable to areas of responsibility.
8. Understanding and implementation of shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work collaboratively with SVAMP member colleges and stakeholders to successfully develop and implement advanced manufacturing projects and outreach programs.
3. Develop a wide variety of community college, public agency, employer and community partnerships.
4. Analyze and make sound recommendations on complex community college educational and advanced manufacturing industry needs, educational programming and partnership issues within areas of responsibility.
5. Solicit and listen to diverse perspectives and facilitate a shared understanding of interests and common objectives.
6. Prepare and administer memorandums of understanding, partnership agreements, contracts, invoices and documents.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Research, gather and analyze qualitative, statistical and financial data and prepare a variety reports.
9. Oversee and coordinate marketing efforts.
10. Operate modern office equipment including computer equipment and specialized software applications programs.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- 1) A bachelor's degree.
- 2) and 5 years of progressively responsible experience in workforce development, advanced manufacturing or grant program management.
- 3) Or an equivalent combination of training and experience.

Must be able to attend in person regional meetings, events, convenings and other essential functions as determined by supervisor.

Preferred Qualifications:

1. Master's Degree.
2. Experience in community college or higher education.

License and Certifications

1. Possession of a valid California Driver's License or the ability to travel to various campuses and locations throughout the District.

WORKING CONDITIONS:

Environment:

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Physical Abilities:

1. Communicate and to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 15 lbs.

Reasonable accommodations will be made for individuals on a case-by-case basis.

Date Approved: June 2024

Code: H - 11

Creditable Service: PERS