

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED DECEMBER 2024

EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL CONSORTIUM

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Executive Director for the Orange County Regional Consortium (OCRC) reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs, and initiatives within the Orange County region. The Executive Director serves as the primary contact for the OCRC and is responsible for the overall management, strategic planning, and operational execution to advance workforce development initiatives in alignment with the California Community Colleges Chancellor's Office objectives and regional needs.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator within the district and supervises OCRC program staff and other assigned personnel. The Executive Director works in close collaboration with the Orange County Center of Excellence, industry sector leaders, and educational institutions.

REPRESENTATIVE DUTIES

1. **Leadership and Strategic Planning:** Provides leadership and long-range planning for career technical education (CTE) and workforce development in collaboration with Orange County colleges, industry leaders, and workforce constituents. Aligns strategic initiatives with the objectives of the Strong Workforce Program and other statewide workforce initiatives.
2. **Consortium Management:** Manages the operations of the Orange County Regional Consortium, including organizing county-wide meetings, overseeing budget development, managing reporting requirements, and representing the consortium at regional and statewide meetings. Ensures transparency and accountability for all OCRC funds and resources.
3. **Stakeholder Engagement and Collaboration:** Serves as the liaison between the consortium and Orange County educational institutions, businesses, workforce development boards, chambers of commerce, and other economic development organizations. Facilitates partnerships that drive economic and workforce opportunities for students and the broader community.

MINIMUM QUALIFICATIONS

Education and Experience

- A Master's degree in business, education, public administration, or a related field.
- At least five (5) years of progressively responsible administrative experience in a leadership role, including grant management, program development, and workforce or economic development in an educational or workforce setting.

Desirable Qualifications

- Experience as a CTE Dean
- Teaching experience in community college
- Earned doctorate
- Experience delivering results in outcome-based initiatives
- Excellent communication skills, both written and oral, and experience with leading discussions and making presentations using appropriate technology resources

**EXECUTIVE DIRECTOR, ORANGE COUNTY REGIONAL CONSORTIUM
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Desirable Qualifications (cont'd)

- Experience facilitating large groups
- Grant management experience

Knowledge and Abilities

Thorough knowledge of:

1. California Chancellor's Office regulations and state workforce education policies.
2. Grant management, program oversight, and budget management.
3. Strategic planning and fostering industry partnerships.
4. Working with community colleges.
5. Leading workforce development initiatives.
6. Grant writing and fundraising experience.

Ability to:

1. Lead, communicate and collaborate to work with diverse stakeholders.
2. Ability to analyze data and report on program outcomes.

Board Approval Date: December 16, 2024