

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Regional Director, APEX Accelerator Program

RANGE: 42

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

Southwestern College employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under administrative direction, plans, organizes, oversees, coordinates, reviews, provides leadership, and personally performs difficult and complex professional work related to the activities of the APEX Accelerator Program, including developing and managing strategic partnerships, securing program funding from state, federal, private, and corporate partners, developing policies and guidelines that comply with all federal laws, regulations, requirements, and audit standards; provides highly responsible and complex professional assistance in areas assigned; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an administrator classification that plans, oversees, and participates in the functions, operations, programs, and activities of the APEX Accelerator Program, including short- and long-term planning and development and administration of policies, procedures, and services. The incumbent assists the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires a professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Executive Director in that the latter has significant authority over and oversight of a broad cluster of the entire academic unit with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines. This classification scope involves a broad geographic region and involvement in generating funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, directs, and provides leadership for operations and activities of the program; develops, implements and maintains effective programs for proper execution of the mission. **E**
2. Manages, develops, and implements goals, objectives, policies, procedures, and priorities for programs and functions; prepares and maintains appropriate documentation. **E**
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy and appropriate service and staffing levels. **E**
4. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures; organizes and meets with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities. **E**
5. Participates in the selection of new personnel for assigned areas of responsibility; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. **E**
6. Establishes a cohesive team, clearly communicates technical leadership and expertise, department mission, functions, and procedures. **E**
7. Establishes strategic partnerships to support the growth and development of the program; secures funding and administers contracts from State and Federal funding partners, private foundations, corporate sponsorships and other partners; ensures compliance with federal and state funding regulations. **E**
8. Manages and participates in the development and administration of the annual budget; directs the forecast of additional funds needed; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; coordinates with the Finance on budget revisions and financial reports. **E**
9. Serves as the primary liaison for the program; manages and reports on the performance of the program; prepares for all audits. **E**
10. Assures compliance with Department of Defense (DoD) Office of Small Business Programs (OSBP) Cooperative Agreements, Office of management and Budget circulars, public agency contracts, Southwestern College agreements and internal program procedures; makes decisions commensurate with corresponding law and policies. **E**
11. Develops, implements and maintains an effective record-keeping and reporting system to document various aspects of program services supplied to clients including specific workshops, client specific training, identification of proposals submitted and contract awards, and other assistance rendered to clients. **E**
12. Develops, coordinates and implements the overall marketing of the program. **E**
13. Initiates and develops client development workshops, training seminars and other client development activities such as certification programs, request for proposal/specification understanding and electronic data interchange technology; assures that staff personnel maintain current qualifications by promoting training seminars, workshops and professional organization offerings. **E**
14. Implements and executes special assignments request by responsible Southwestern College authority. **E**
15. Represents the program on various boards and committees related to government/public agency contracting and small business procurement. **E**

16. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services, and activities of an APEX Accelerator Program.
- Marketing techniques and principles.
- Principles and practices of fiscal management and strategic planning.
- Federal and state laws, codes, and regulations, including those related to federal grant management, federal procurement, and small businesses.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Principles and practices of grant proposals and fund development.
- Technical, legal, financial, and public relations issues associated with the management of District functions and programs.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative, management, and professional leadership for the APEX Accelerator Program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Develop, implement, and evaluate programs and services.
- Cultivate relationships for donor solicitations and support.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.

- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively manage priorities in complex and diverse operational units.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

Bachelor's degree in business administration, public administration, or a related field **AND** four (4) years of management experience working with small businesses on government procurement services.

LICENSE AND OTHER REQUIREMENTS

Valid License to drive in the state of California.

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.

Vehicle: This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

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 stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Regional Director, APEX Accelerator Program - *Continued*

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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Koff & Associates

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Southwestern Community College District