



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Director of Innovation and Special Projects		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Superintendent/President or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The person in this position provides leadership in the activities and operations of the District's innovation goals, objectives and activities. The person in this positions manages, organizes, directs and coordinates District innovation-related and general special projects, seeks out and assesses innovative ideas and practices in alignment with the District's organizational and strategic plan goals, assesses proposals for innovative programs submitted by members of the District and the community, and analyzes feasibility of the projects/programs and their expected outcomes. Employees in this position demonstrate skill in project management, collaboration, problem solving, and innovative thinking. This classification receives minimal supervision within a framework of standard policies and procedures. This job class may exercise responsibility for supervising project and/or support personnel, is overtime exempt, and requires organizational, problem solving, decision making, and budgetary skills.

**TYPICAL DUTIES**

*Essential Functions:*

- Coordinates District innovation-related and general special projects.
- Manages and coordinates multiple projects and meet critical deadlines.
- Develops, coordinates and administers budgets, and monitors and controls expenditures of large awards and grants.
- Serves as a central resource for the District's innovation initiatives.
- Collaborates with other employees on the development and delivery of innovative projects, programs, services and related technologies.
- Participates in assessment of innovative program proposals submitted by members of the District and the community.
- Analyzes source materials and data to determine feasibility of projects/programs.
- Assesses intended outcomes of projects/programs for alignment with the District's organizational and strategic plan goals, objectives and activities.
- Collaborates with campus constituencies, and establishes liaison with other organizations, including community and regional groups, other community colleges, and four-year colleges and universities.

**POSITION DESCRIPTION****POSITION TITLE: Director of Innovation and Special Projects**

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- Assists with annual area planning and program review cycle.
- Works across disciplines to encourage, train and promote innovation in all aspects of campus life.
- Prepares and presents presentations, narratives and reports.
- Coordinates the development of strategic business partnerships locally.
- Prepares presentations, written narratives and reports to solicit project/program participation; to report on progress; and to communicate results.
- Promotes, publishes and disseminates information about specific programs/projects.
- Reads, interprets, and applies policies, laws, rules and regulations pertaining to project/program formation and implementation.
- Completes and submits all required state, federal, and college reports related to the assigned project/program.
- Coordinates evaluation and assessment of innovation-related projects and programs.
- Develops forms and keeps records necessary for project/program operations, and provides essential information to external auditors and evaluators.
- Assists with development and implementation of procedures and processes designed to improve institutional innovation and effectiveness.
- May direct and supervise the work of others, including review, approval and conducting of performance appraisals; participation in the selection of support staff; and administration of staff employment contracts.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Organizational leadership principles and practices.
- Project management and processes.
- Relevant technologies (hardware and software).
- Excellent verbal and written communication skills.
- Budget management.
- Data and financial analysis.
- Community college research and survey techniques.
- Managing projects involving significant policy or programmatic impact.
- Community college policies and procedures.
- Basic principles of supervision, including evaluation and professional growth.

*Ability to:*

- Plan, direct and manage the activities and operations of projects/programs.
- Research a variety of sources to capture innovative ideas and processes that can be adapted to a community college environment.
- Inspire others to work toward positive change.
- Effectively plan, organize and schedule both project/program activities and workload to achieve optimum results and on-time delivery.
- Demonstrate an understanding of college-wide context as related to initiatives and innovations.
- Bring to the job high levels of personal energy and persistence in the face of challenge.

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- Develop and apply flexibility, resourcefulness, and creative approaches to unique problems.
- Interact collegially with others by valuing and demonstrating openness, civility and respect.
- Solve problems and make reasoned decisions by considering a wide range of information and perspectives.
- Demonstrate comfort with uncertainty and ambiguous conditions while working on special projects.
- Welcome, generate and implement new ideas and solutions that helps to advance the college toward long-term goals and to achieve its mission.
- Maintain a student focus as demonstrated by making decisions with the student in mind and by focusing on providing the best possible experience for the student.
- Act with integrity as demonstrated by operating with openness, honesty and respect when building and maintaining an environment of trust.
- Facilitate organizational change with effective collaboration of participants through the promotion of innovative ideas and projects/programs.
- Work successfully with the District's Enterprise Management System and other software programs.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Organize, direct, and formally evaluate the work of others.
- Communicate tactfully and effectively in both oral and written forms.
- Exercise tact, diplomacy, and good judgment.
- Show sensitivity toward the diverse student population served.

**QUALIFICATIONS***Education/Experience Required:*

Combination of experience and education that would likely provide the required knowledge and abilities:

- Bachelor's Degree in business, project management or related field (Master's Degree preferred).
- California community college experience at an administrative level preferred.
- Minimum of three years of experience coordinating or managing a program or department.
- Experience with budgetary processes, including the development and administration of budgets.
- Demonstrated experience working collaboratively with a diverse range of groups and organizations.
- Demonstrated experience in writing in an educational setting, such as with accreditation, grants and other reporting.
- Experience supervising, directing, and evaluating the work of subordinates.

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**APPROVALS**

Date Created/Revised: 07-13-2015

Cabinet Reviewed: 08-25-2015

Board Approved: 09-09-2015

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (AP 3410 – Nondiscrimination)