



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

<b>POSITION TITLE:</b>	Regional Director, Business & Entrepreneurship	
<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>	Vice President of Economic and Workforce Development or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Regional Director, Business & Entrepreneurship serves the Business & Entrepreneurship sector in Region A, covering the northern inland, northern coastal, and greater Sacramento areas. The Regional Director (RD) works with Region A colleges and employers to align workforce training and career pathways with evolving industry needs. Under the direction of the Vice President of Economic and Workforce Development (VP of EWD), the RD provides overall direction and guidance for day-to-day operations. Key functions include problem solving and decision-making for large-scale and complex projects. The incumbent implements policies and guidelines, reports on status and progress, assumes accountability for project quality and timelines, directs the work of others, supervises staff, and establishes and monitors project budgets. Employees in this job class receive limited supervision within a broad framework of policies and procedures and hire, train, assign, schedule, supervise, and formally evaluate the work of others. The RD oversees local and regional projects within the assigned geographic area. This is a classified administrative, overtime exempt position.

**TYPICAL DUTIES**

*Essential Functions:*

- Serves as the Business and Entrepreneurship expert with current knowledge of industry workforce development needs, trends, and funding opportunities.
- Provides expert guidance to the Chancellor's Office, regional consortia, and regional sector specific centers.
- Hires, supervises, assists and evaluates the work of staff.
- Organizes, coordinates, directs, and supervises the activities and operations of the assigned project.
- Provides overall direction and guidance for the day-to-day operations, problem solves and makes decisions on large and complex projects, and ensures compliance with District policies and procedures and Federal and State regulations and guidelines.

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- Prepares funding applications and grant requests and serves as the primary contact for large projects.
- Prepares and provides industry data, education data, and research results to regional partners.
- Plans, coordinates, and prepares a variety of project literature, marketing materials, catalogs, and brochures.
- Provides direction, work assignments, and guidance to project staff, including classified personnel, students, volunteers, and others; provides input for staff performance evaluations.
- Conducts regular meetings to communicate, review, and revise project guidelines.
- Develops, recommends, and implements project plans and objectives; coordinates delivery of services to project participants; assures participation guidelines are followed.
- Assures project expenditures are within allocated budgets, monitors budgets, proposes budget changes, and participates in project budgeting.
- Establishes appropriate linkages to special populations and community groups; promotes project through participation in advocacy groups, associations, and other local, regional, and national organizations.
- Provides reports to management and Federal/State agencies; participates on project reviews; assures project compliance with Federal and State regulations and guidelines.
- Serves as a liaison between project personnel, participants, clients, administrators, faculty, and students; provides information, project requirements, and other pertinent information to stakeholders.
- Develops, coordinates, promotes, and oversees a broad range of projects.
- Develops workshop materials, promotional materials, and other project documentation.
- Assists in curriculum planning and development; provides input to faculty and staff regarding project offerings.
- Serves as project administrator in the absence of project supervisors.
- Establishes and maintains professional working relationships with management and staff in all District departments and division and a wide variety of external stakeholders.
- Performs other related duties similar to the above in scope and function.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Planning and coordinating the day-to-day activities of assigned projects.
- Policies, objectives, and goals of assigned project, including practices for promoting programs.
- Developing and delivering presentations on projects in a variety of formats, including conducting workshops.
- Applicable laws, codes, regulations, policies, and procedures related to the Regional Director assignment.

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- Budget monitoring and control.
- Grant coordination and monitoring.
- Effective oral, written, and listening communication skills.
- Principles of training and directing the work of others.
- Interpersonal skills using tact, patience and courtesy.
- Computer, software programs, and other technology routinely used in public education administration.

*Ability to:*

- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Effectively develop work plans, direct staff, and manage the daily operations of large and complex projects.
- Hire and supervise project personnel.
- Coordinate several projects simultaneously.
- Implement project policies and guidelines.
- Provide project reporting and accountability.
- Prepare comprehensive project reports and reviews.
- Establish and monitor project budgets.
- Interpret, apply and explain rules, State and Federal regulations, and District policies and procedures.
- Establish and maintain cooperative and effective working relationships with all internal and external stakeholders.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and established timelines.
- Work independently with little direction.
- Present technical information to a wide range of audiences and stakeholders effectively.
- Communicate effectively, orally and in writing.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Analyze problems, determine effective solutions, and take independent action to achieve desired results.

**QUALIFICATIONS***Education Required:*

- Bachelor's degree in a related field or the equivalent.

*Education Required:*

- Three (3) years of related work experience.

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- One (1) year of experience supervising, directing, and evaluating the work of subordinates.
- Sensitivity toward the diverse student and community populations served.

**APPROVALS**

Date Created/Revised: 08/2019

Cabinet Reviewed: 08/2019

Board Approved: 09/11/2019

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 status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)