



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

<b>POSITION TITLE:</b>	Director of Planning and Development for North State Together (Grant Funded)	
<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>	40	
<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>	Assistant Superintendent/Vice President of Student Services/CEO of North State Together or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

North State Together is a regional collective impact partnership focused on leveraging a Cradle to Career partnership in the North State where leaders from education, business, philanthropic, nonprofit, civic, and faith communities join together to improve education success for every child through a data-driven, collective impact approach. The goal is to increase educational options at all levels with ultimate impacts on overall economic and community health.

The Director of Planning and Development for North State Together provides strategic leadership in the planning, organization, direction, evaluation, and revision of North State Together’s operations. The Director provides day-to-day management and facilitation of the North State Together effort. The Director manages all essential areas of assigned projects and supervises operations, research, and data analysis for the cradle-to-career spectrum throughout the north state region. The Director may serve multiple roles within the North State Together backbone structure and will serve as executive director in the absence of the Chief Executive Officer. Incumbents may be responsible for hiring, training, assigning, scheduling, supervising, and formally evaluating administrative, classified, and confidential staff. Employees in this classification receive limited supervision within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

**TYPICAL DUTIES**

*Essential Functions:*

- Works with the CEO of North State Together to update outreach strategy as new needs emerge
- Coordinates with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities and integrates their work into North State Together’s Advisory Board and workgroup processes.
- Identifies strategic partnerships and initiates, builds, and maintains positive relationships with community partners.

## POSITION DESCRIPTION

POSITION TITLE: Director of Planning and Development for NST (Grant Funded)

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- Oversees the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement.
- Oversees daily operations and establishes appropriate systems for monitoring necessary aspects of operational management.
- Selects, contracts with, and oversees work of consultants as appropriate (e.g., data management, grant writing, technology developers, etc.).
- Monitors and reports on operational issues, opportunities, and achievements within agreed formats and timelines.
- Identifies improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the five county collaborative partnerships.
- Coordinates indicator refinement with county collective impact teams and the North State Together Advisory Board.
- Communicates targets and indicators to all partners through a variety of formats.
- Produces and presents annual progress reports for the North State Together Advisory Board and external audiences.
- Oversees the work of assigned staff, including data managers and consultants.
- In partnership with the CEO, provides support to collective impact teams in aligning their work to their common agenda.
- Facilitates ongoing communication between North State Together partners by hosting regular conference calls, in-person meetings, and coordinating regular electronic updates to ensure alignment of activity.
- Use principles of strategic management in the planning, organization, direction, evaluation, and revision of North State Together's operations.
- Provides leadership and management for research and operations for North State Together.
- Advises the CEO on the development, implementation, evaluation, and revision of policies, procedures, and practices.
- Participates in short and long-term strategic planning for North State Together including assessing current operational status and developing and proposing action plans.
- Establishes and maintains professional working relationships with management and staff in all District departments and divisions and a wide variety of external stakeholders.
- Plans, organizes, evaluates, and revises North State Together procedures and best practices.
- Provides strategic guidance to county collective impact teams and to CEO of North State Together.
- Tracks all North State Together funding, including funds from partner organizations.
- Develops relationships with potential funders and participates in relevant networks.

**POSITION DESCRIPTION****POSITION TITLE: Director of Planning and Development for NST (Grant Funded)**

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- Develops and prepares the annual preliminary budget for North State Together, analyzes and reviews budgetary and financial data, authorizes expenditures in accordance policies and procedures.
- Coordinates research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed.
- Participates in a variety of committees and staff meetings, on campus and in the community, to promote current and proposed North State Together policies and objectives.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for department personnel.
- Performs related duties similar to the above in scope and function.

**EMPLOYMENT STANDARDS***Knowledge of:*

- District policies and procedures.
- FERPA and other regulations relevant to data use.
- Principles of effective staff management and leadership.
- Principles of effective public and/or nonprofit administration.

*Ability to:*

- Oversee complex shared-measurements systems with a strong data acumen.
- Work successfully in dynamic and fluid environments and in situations with ambiguity without clear direction.
- Work beyond formal, defined responsibilities to accomplish strategic outcomes and advance the mission of the organization.
- Plan, direct, and manage daily staff activities of a department.
- Learn, interpret, and successfully apply District policies, procedures, rules, and regulations.
- Interpret, explain, and apply applicable laws, regulations, and requirements.
- Organize, direct, and evaluate the work of others.
- Communicate effectively, orally and in writing.
- Exercise tact, diplomacy, and good judgment during interactions with all internal and external stakeholders.
- Exercise initiative to promote the mission, vision, values, objectives, and goals of North State Together.
- Analyze problems, determine effective solutions, and take independent action to achieve desired results.

**POSITION DESCRIPTION**

**POSITION TITLE: Director of Planning and Development for NST (Grant Funded)**

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- Research and analyze information and data, make recommendations, and prepare and present clear and concise reports.
- Operate standard office equipment and computers and learn and use software applications such as Microsoft Office programs, Access, Colleague, Tableau, and other programs.
- Develop, prepare, and administer budgets and special programs.
- Provide guidance and direction on a wide variety of complex matters.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

**QUALIFICATIONS**

*Education Required:*

- Bachelor’s or graduate degree in public administration, management, business administration, leadership, or a related field.

*Experience Required:*

- Two years of progressively complex and responsible experience in public sector or nonprofit administration.
- Demonstrated success in working collaboratively and cooperatively with stakeholders.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Demonstrated successful interpersonal communication and leadership skills.

**APPROVALS**

Date Created/Revised:	06/17/2019
Cabinet Reviewed:	09/26/2019
Board Approved:	10/16/2019

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)