About the District

Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
Under the direction of the Chancellor, the Vice President is a District leader in building bridges between the College, the business community, and its faculty and staff resulting in regional economic development and college advancement. The Vice President provides administrative supervision and overall operational direction of the District’s Economic Development Division. This position will develop, implement and coordinate an overall vision of the college’s customized training and programs designed to meet the workforce training and business assistance needs of business and industry in the region. This leadership position is responsible for expanding partnerships with business, industry, government, education and community based partners. The Vice President, Economic and Workforce Development provides leadership and administrative supervision of the District’s economic development programs including the Employee Training Institute (ETI), the Center for Applied Competitive Technologies (CACT), the Small Business Development Center (SBDC), America’s Job Centers of California (AJCC), the Deputy Sector Navigators for Advanced Manufacturing, Health and ICT/DM, the Doing What Matters (DWM) Technical Assistance Provider for Logistics grant and the Fast Track Institute (FTI), along with other programs developed in response to industry needs. On campus, the Vice President is a leader in sharing the needs of the business community with college faculty and administrators so academic programs can grow, develop, and change in response to industry and community needs. The Vice President will advise, assist and collaborate with Instructional Deans and program directors on matters relating to services, training and program development in the area of workforce development. The Vice President, as a member of the Workforce Collaboration Team and the College Advancement Team, will coordinate outreach efforts to local business and industry, represent the college in interactions with business and industry, and participate in determining present and future education needs with community and state agencies, special interest groups, other colleges and school districts, and with the California Community College Chancellor’s Office. Within the scope of this position new components may be added or deleted based on district or community needs.
PROFESSIONAL RESPONSIBILITIES:

Leading the team

• Provides leadership within the District, and in the community, to build bridges that support collaboration, partnership development, and the relationships needed to advance college programs, and support regional economic development. Gathers information and regularly provides updates to faculty and administrators responsible for workforce development. Fosters collaboration and helps link key business and community leaders with college departments to develop solutions to business and community needs.

• Leads the overall operation of the Economic Development Division. Provides leadership and supervision to the directors and staff of the division including but not limited to the following departments/programs within the division: Employee Training Institute, Center for Applied Competitive Technologies, Small Business Development Center, Fast Track Institute, America’s Job Centers of California (AJCC), the Deputy Sector Navigators for Advanced Manufacturing, Health and ICT/DM, the Doing What Matters (DWM) Technical Assistance Provider for Logistics grant, and other programs developed in response to industry needs.

• Manages consortium, grant-funded and fee-based training programs. Supports the District’s excellent reputation at the state and federal level for effective program and grant management. Ensures compliance of all applicable regulations and requirements for federal and state funded grant programs and contracts. Works collaboratively with Business Services department to ensure that grant funds are managed in an accurate manner that meet all contractual and regulatory requirements. Establish and maintain division standards that ensure the timely submission of grant reports, and meet all grant performance requirements.

• Works closely with the Public Information Office, Instruction Office, and Student Services to promote and market economic and workforce development programs within the District. Works collaboratively throughout the District to establish partnerships and linkages to business, industry and community organizations and other educational institutions. Develop opportunities for student internships, job development, customized training and business assistance opportunity. Cross promotes other services offered by the District to the business community.

• Serves on relevant campus committees including the College Planning Team, Management Advisory Council, Executive Cabinet, Full Cabinet, Workforce Collaboration Team, Advancement Team and others as required. Participates in Instructional Deans meetings.

Planning, developing, and using data to make decisions

• Develops, with input from the directors and staff, the strategic plan and Program Review for the Division. Plans and communicates both the short-term and long-term goals and objectives for the division and provides the support necessary to achieve those goals. Identifies resources needed to execute plans and implement new initiatives within the Division.

• Plans, develops, and oversees the administration of division budgets and expenditures. Strategically allocates resources to support division needs. Proactively identifies and secures outside funding opportunities for the division. Builds a network of relationships that supports early awareness of opportunities for additional funding for District initiatives. Provides leadership within the division on the proper execution of grant and contract funds through effective planning, implementing grant budgets and ensuring reports are prepared in a timely manner for local, state and federal grants.

• Works closely with the Institutional Research Department to conduct needs analyses, market surveys and other research to determine customized training and business assistance needs within the business community. Works collaboratively with Economic Development Division directors to respond to the identified needs and develop new programs and services which will promote economic vitality within the region. Uses research to anticipate emerging trends impacting business and develops strategies for delivering cutting-edge education and training services to business.
Inspiring and connecting

- Serves as the primary contact for business, industry and government leaders seeking information on how to utilize college training and business assistance services in support of their business operations. Establishes effective relationships with members of the business community, oversees the development of effective information and marketing materials, participates in business community activities, represents the District within the business community, and executes a purpose-driven outreach plan to ensure that strategic relationships are developed and expanded throughout the region. Serves as a college representative to local civic and/or community, educational and professional organizations.

- Collaborates with local and regional Economic Development organizations and partners to support regional economic development. Partners include the Santa Clarita Valley Economic Development Corporation (SCV EDC), the City of Santa Clarita's Economic Development Division, The Santa Clarita Chamber of Commerce, the Valley Industry Association (VIA), the Santa Clarita Valley Aerospace and Defense Coalition (SCV ADC), the Workforce Development Boards of Los Angeles County and Ventura County and other private, governmental and quasi-governmental organizations in the region and state.

- Makes written and oral presentations on behalf of the College. Prepares and delivers written and oral presentations that effectively communicate the role of the college's Economic Development Division and CTE programs to a broad array of business, college, public and quasi-public audiences.

- Leads the innovation and continual improvement of the College's economic development programs through effective communication, overseeing program planning and systematic program reviews. Seizes and makes the most of opportunities to support and enhance the division and builds bridges within the college and in the larger community. Identifies strategies and recommends changes to improve the seamless delivery of services needed by the business community.

- Proactively researches grant opportunities which will enable the District to pursue new initiatives for regional workforce and economic development. Leads the economic development team in writing effective grant proposals which support District priorities. Successfully manages the grant development process by establishing clear grant development project management plans, providing effective team communication and working collaboratively with various internal departments including the Office of Grants Development, Business Services, Budget, and Contract Services and Fiscal Services.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:
(Requirements 1 and 2 must be met in order to qualify for this position):

Education (Requirement #1):
Possession of a master's degree from an accredited college or university in a discipline reasonably related to the assignment.

Experience (Requirement #2):
1. A minimum of five years of recent direct experience in a position related to providing training or consulting services to business and/or industry in the area of workforce or economic development AND
2. A minimum of two (2) years of demonstrated leadership experience reasonably related to the administrator’s administrative assignment.

OR

Education (Requirement #1):
Possession of a bachelor's degree from an accredited college or university in a discipline reasonably related to the assignment.

Experience (Requirement #2):
1. A minimum of ten years of recent direct experience in a position related to providing training or consulting services to business and/or industry in the area of workforce or economic development AND
2. A minimum of two (2) years of demonstrated leadership experience reasonably related to the administrator’s administrative assignment.

DESIURABLE QUALIFICATIONS:

- Three or more years of management or business consulting experience in one or more of the areas to which the Vice President position is assigned.
- Previous experience in higher education leadership which has included workforce or economic development, business and industry partnerships, or contract education.
- Working knowledge of State and Federal codes, statutes and regulations that govern California Community College instructional programs.
- Demonstrated skill in building relationships with industry.
- Demonstrated skill in written communications, including reporting and funding proposals.
- Demonstrated skill in oral communication, including public speaking and group meeting facilitation.
- Demonstrated ability to work effectively as part of a management team.
- Demonstrated successful experience leading programs related to the administrative assignment, including; strategic planning and decision making; staffing, evaluation, and supervision; and developing and managing budgets; and
- Demonstrated ability to effectively plan, meet deadlines and establish structures, systems, and processes to reach goals and objectives with initiative and to completion.
DEMONSTRATED KNOWLEDGE AND ABILITIES:

• Ability to plan, develop and produce quality innovative training programs.

• Successful experience in developing and delivering programs to meet occupational training needs.

• Demonstrated ability to work with business/industry and community organizations in the formation of partnerships.

• Demonstrated ability to acquire program or institutional resources.

• Ability to respond to the needs of both traditional and non-traditional students.

• Knowledge of a wide variety of program funding for workforce development including Workforce Innovation and Opportunity Act (WIOA), Employment Training Panel (ETP), state Chancellor’s Office of Economic and Workforce Development grants and other funds.

• Knowledge of the mission of California Community Colleges.

• Working knowledge of the curriculum process and ability to develop and implement not-for-credit programs.

• Ability to relate well, and work effectively with, students, faculty, staff and business and industry representatives of diverse backgrounds to achieve the college's strategic goal of being an entrepreneurial college.

• Demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large.

• Proficiency in applying technological applications to daily responsibilities.

• Ability to lead, implement and manage change.

• Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements.

• A commitment and sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program.

• Commitment to universal access for all populations.

• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

• Ability to manage and direct a staff with diverse responsibilities and simultaneous projects in a team environment and achieve conflict resolution.

• Ability to communicate effectively and persuasively orally, in writing, and using technology.

• Ability to represent the college at regional, state and national meetings and conferences including requisite travel to those forums.

PERSONAL AND PROFESSIONAL COMPETENCIES:

Every administrator with the College is expected to be:

• A creative, innovative, energetic instructional leader, a technologically sophisticated professional who is skilled in various technology applications;

• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, an entrepreneurial nature, and a tolerance for ambiguity;

• An experienced professional committed to continued improvement; a visible, accessible and collaborative individual who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;

• A supporter of consistent and on-going professional development initiatives, in pursuit of the college's strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.

PHYSICAL CHARACTERISTICS:
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

SALARY PLACEMENT:
This administrator position is twelve (12) months per year and will be on an individual, multi-year contract and exempt from overtime and compensatory time accumulation. The salary range for this position is $125,000 - $150,000 annually. Salary placement will be commensurate with qualifications and experience.

CONDITIONS OF EMPLOYMENT:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official, sealed transcripts are required upon offer of employment.
Position is contingent upon funding and is subject to change.

EEO POLICY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.
Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.
APPLICATION AND SELECTION PROCESS:
Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- A District Academic application.
- A list of six (6) references with their names, titles, business and home telephone numbers. The list should include two (2) current and two (2) former supervisors, one (1) subordinate, and one (1) community or business representative. All references (except for former supervisors) must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.
- A current detailed resume, summarizing education and experience.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement. Provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Confidential Recruitment Source Information (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- A presentation will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

  Human Resources Office
  (661) 362-3427
  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews during the weeks of June 20 and June 27, 2016 and conduct final interviews the weeks of June 27 and July 4, 2016. This is an estimated timeline, and is subject to change.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu