

DATE: SEPTEMBER 2024
FLSA: NON-EXEMPT
SALARY: GRADE T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, INLAND EMPIRE TECH BRIDGE

BASIC FUNCTION

Leads the operational development of the Inland Empire (IE) Tech Bridge; coordinates IE Tech Bridge activities with Institutional Advancement & Economic Development leadership, serves as liaison to NavalX and the IE APEX Accelerator/procurement program and/or related partners, including the Department of the Navy's Office of Naval Research and industry/government partnerships; leverages partnerships and resources to assist in developing efficient and effective operational plans, programming, and support services; manages funded project details, including seeking, developing, implementing, and reporting on grants in partnership with the District Grants office and external partners.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned area administrator. Directs and/or supervises assigned District or program staff.

CLASS CHARACTERISTICS

This classification is responsible for the operations and development of the IE Tech Bridge. Work is performed with external program and federal partners, requiring the application of governmental policies and procedures in the performance of work activities, requiring the exercise of independent judgement and discretion in developing and achieving program goals and outcomes.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

1. Assists in the development, promotion, and communication of the direction, goals, and objectives of the Inland Empire Tech Bridge; coordinates and conducts Tech Bridge meetings, events, and activities in partnership with Naval Surface Warfare Center (NSWC) Corona and other government, education, business, and community partners.
2. Establishes and maintains partnerships with District and external stakeholders to align services and resources.
3. Researches emerging technologies and the associated educational needs of the innovation and entrepreneurship community in the District's service region; collaborates with NavalX and the District's communications and marketing team to market IE Tech Bridge events and programs.
4. Coordinates and manages the delivery and operation of seminars, training events, and scheduled activities of assigned grants and contracts.
5. Oversees laboratory operations and manages contracting and procurement of laboratory equipment and materials, including establishing preventive maintenance schedules, inventory management, and supply deliveries to ensure successful operation of the innovation lab.
6. Assists in developing and monitoring departmental budget; ensures expenditures comply with program rules and regulations, submits reports and compliance information in

partnership with the Grants office.

7. Compiles data and generates reports to analyze program effectiveness, disseminates program information to stakeholders, and/or comply with grant requirements; makes recommendations for improved processes.
8. Represents the District with community, governmental and advisory groups applicable to economic and workforce development, and participates in local, regional, state, and federal activities and initiatives to promote the program, partnership opportunities, and the District as needed.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles of leadership.
2. Budgetary planning.
3. Entrepreneurship and development of innovation, including development of innovative technologies and services.
4. Government contracting and procurement processes, rules, and regulations.
5. Laws, rules, and regulations pertaining to the administration of grant-funded projects, budgets, and reporting.

Ability to:

1. Work with diverse internal and external groups/organizations.
2. Develop, evaluate, and support strong administrative skills among staff.
3. Build trust necessary to delegate effectively.
4. Engage in participatory decision making.
5. Lead and manage classified professional staff.
6. Provide leadership and support for assigned projects.
7. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through continued study and participation in professional organizations.
8. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.

Education and Experience:

A bachelor's degree from an accredited institution and three years of experience planning, budgeting, supervising, and developing trainings and events for the military or federal government; or an equivalent combination of education, training, and/or experience.

A master's degree and management experience is desired. Experience working with federal government authorities and in partnership development as a U.S. service member or work with/contracted through the Department of Defense or a related area is highly desired.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS:

Employee works mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may occasionally visit government sites and secure environments and related hazards. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.