

TITLE: Director, Strategic Initiatives

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Superintendent/President, provides leadership and support in fulfilling the District's mission, vision and goals by managing, directing and implementing assigned strategic initiatives that are cross-divisional in nature and that align with institutional goals and priorities.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provide support and guidance to the Superintendent/President and President's Cabinet regarding the management and coordination of strategic initiatives and special projects by advancing projects, initiatives, and programs in support of the District's mission, vision, and goals.
2. Coordinate strategic initiatives across functions and ensure timely progress. Coordinate efforts to develop, implement, and track projects related to SRJC's District Plan and anticipated outcomes to ensure completion. Collaborate with leadership to articulate and implement continuous improvement and data-driven decision making related to assigned initiatives.
3. Direct and manage special projects related to strategic initiatives, including the creation of the District Plan. Provide project management and leadership for short-term institutional projects at the Superintendent/President's direction.
4. Manage complex projects including developing and maintaining project timelines, conduct research, perform analyses, produce reports, and provide recommendations.
5. Define project success criteria and disseminate to the involved parties throughout the project life cycle. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. Manage changes in project scope, identify potential risks, and devise mitigation and contingency plans. Develop and deliver proposals, required documentation, status reports, and presentations.
6. Ensure continuous process and procedure improvement and ongoing assessment for assigned areas through utilization of data-informed processes.
7. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
8. Develop and prepare department budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
9. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
10. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Leadership and managerial principles.
2. Organization, functions, and inter-relationships of operating units and programs of the District.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Business best practices and time management techniques.
5. Various office equipment operations, including computers and peripheral equipment.
6. Higher education practices, with a focus on current practices in community colleges.
7. Federal state and local regulations, including Title 5, Education Code, California regulatory agencies, accreditation, and collective bargaining.
8. Project management and organizational process skills.
9. Techniques in planning and executing operational plans, managing projects and /or programs, budgeting, and cost control.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Provide judgment, diplomacy, and understanding of assigned areas.
2. Serve as a communicator and leader who takes responsibility for short-term assignments, intervenes by means of strategic problem solving. Communicate with a wide range of contacts internally and externally with tact, diplomacy and courtesy, and in a manner that reflects positively on the District.
3. Analyze situations, make informed decisions and adopt an effective course of action in a timely manner while assessing the risks and benefits of alternatives and long and short term impacts.
4. Learn, interpret, and apply knowledge of the District's functions, policies, procedures, rules, regulations, goals, and objectives.
5. Plan, organize, and prioritize work to meet schedules and timelines in a fast- paced environment.
6. Adapt and be flexible and prioritize projects.
7. Direct programs, staff and cross-functional teams in an efficient and effective manner.
8. Motivate and encourage others to work constructively and cooperatively to achieve and sustain a student and mission-centered environment; coordinate work performed by others.
9. Manage situations, create innovative solutions to challenging problems, recommend potential solutions and implement decisions in a timely manner.
10. Establish and maintain effective and harmonious relations with students, faculty, staff, administrators, executive leadership, the board of trustees and the public, while developing support for District initiatives.
11. Effectively train, supervise and evaluate the performance of assigned staff.
12. Compile, prepare, direct the preparation of and maintain records reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in business, communications, public administration, public policy or related field.

Experience:

Significant experience in organizational leadership or project management in a college environment. Some teaching experience in an educational setting is preferred.