



PERSONNEL COMMISSION

Class Code: 0582
Salary Range: 55 (M2)

INTERIM DIRECTOR, LONG BEACH COLLEGE PROMISE

JOB SUMMARY

Under administrative direction, plan, organize, control and direct leadership efforts among the Long Beach (LB) College Promise partners which include the Long Beach Unified School District, Long Beach City College, California State University Long Beach, City of Long Beach, and the Port of Long Beach; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and direct leadership efforts among the Long Beach (LB) College Promise partners which include the Long Beach Unified School District, Long Beach City College, California State University Long Beach, City of Long Beach, and the Port of Long Beach. **E**
- Work closely with the LB College Promise Steering Committee comprised of leadership from each of the LB College Promise partners to drive initiatives and innovations for the LB College Promise with a focus on equity. **E**
- Establish priorities and strengthen operations through organizational strategic planning and development; oversee institutional knowledge management for each partner and create an historical archive of the LB College Promise. **E**
- Serve as the primary spokesperson and point of contact with the media and general public; coordinate with partner communication offices to assure cohesive messaging; update partner websites to convey cohesive messaging while allowing for the focus of each individual partner. **E**
- Plan, coordinate and direct a variety of internal and external public and private events including fundraising activities; identify grant and foundation opportunities; collaborate with grant writers. **E**
- Research other collaborative organizations to assure LB College Promise is on the leading edge of advancements in fields such as technology and equity. **E**
- Establish and serve on assigned steering committees and leadership teams and effectively represent the LB College Promise; prepare and conduct presentations to a wide variety of audiences. **E**
- Develop and direct the implementation of policies, procedures and standards; advise the partner agencies of unusual trends or issues and recommend appropriate corrective action. **E**

- Develop and monitor assigned budgets; provide operating analyses to various groups; assure compliance with applicable laws, codes, rules and regulations. *E*
- Collaborate with research and evaluation departments at each partner agency to collect and synthesize data across the institutions; identify data gaps; develop templates for annual report and data reporting. *E*
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; generate reports as requested. *E*
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; establish onboarding processes for new steering committee members. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Interim Director, Long Beach College Promise will work closely with the LB College Promise Steering Committee comprised of leadership from each of the LB College Promise partners to drive initiatives and innovations for the LB College Promise with a focus on equity. This position is currently funded through March 31, 2023.

EMPLOYMENT STANDARDS

Knowledge of:

Collaborative leadership theory and techniques.
Public education concerns, issues and legislation.
Strategic planning and project management techniques.
Fundraising activities and grant acquisition methods.
Marketing techniques and strategies including online resources.
Applicable laws, codes, rules and regulations related to assigned activities.
Assessment and data management techniques.
Budget preparation and control.
Public speaking techniques.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

Ability to:

Serve as a collaborative leader and work across the LB College Promise partners.

Strengthen LB College Promise partnerships and build external partnerships in order to support programming and initiatives.

Interweave core values of social justice, social mobility and inclusivity into the LB College Promise programming and initiatives.

Work successfully with a diverse student population and serve students of color and other historically underrepresented students.

Work with a variety of partner constituents including academic leadership, faculty and staff.

Develop and monitor budgets.

Prepare and deliver effective oral presentations.

Establish and maintain effective working relationships.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Assure compliance with applicable laws, codes, rules and regulations.

Supervise and evaluate the performance of assigned staff.

Develop and implement long-term strategic plans.

Accept and carry out responsibility for direction, control and planning.

Maintain current knowledge of educational reforms, initiatives and trends.

Communicate effectively both orally and in writing.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned software.

Education and Training:

Master's degree in education, higher education or a related field.

Experience:

Three years of experience in education and/or higher education leadership.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California class C driver's license.

WORKING ENVIRONMENT

Office environment.

Continuous visits to sites and other agencies.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and deliver oral presentations.

Stamina, poise and presence sufficient to speak knowledgeably and confidently to groups.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 2/25/2021