STATE CENTER COMMUNITY COLLEGE DISTRICT
DIRECTOR, CENTER FOR INTERNATIONAL TRADE

DEFINITION

Under general direction, plans, supervises, integrates, coordinates and evaluates Center for International Trade Development/International Trade grant initiative programs and services.

DISTINGUISHING CHARACTERISTICS

This is a management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

EXAMPLES OF DUTIES

- Plans, administers, and implements CITD/International Trade grant initiative programs and services to achieve program and District goals, objectives and performance measures consistent with the District's quality and services expectations.
- Prepares and administers the budget and analyzes and reviews budgetary and financial data in order to maintain appropriate expenditure controls.
- Develops strategic and innovative initiatives and provides vision and direction in order to advance the image of the program.
- Develops and implements strategies to expand collaboration with community partners and support the program's development and growth.
- Oversees marketing and outreach activities to enhance brand recognition and increase program participation.
- Develops and maintains positive working relationships with the business community, associations, partners, faculty, staff, students and the public.
- Develops and monitors performance against program budgets such as reviewing and monitoring program expenditures according to grant funding and program requirements.
- Interprets and applies laws and regulations, grant and program guidelines/requirements and District policies and procedures to carry out program management duties.
- Facilitate in-bound and out-bound buying missions for various organizations and/or agencies such as the Western United States Agricultural Trade Association (WUSATA), the U.S. Agricultural Trade offices, U.S. Embassies, U.S. Department of Agriculture, and/or private delegations.
- Serves as program representative/expert to a variety of internal and external programs such as WUSATA and the California Department of Food and Agriculture (CDFA).
- Conducts an on-going fund development program to meet the needs of the District by writing grant proposals to leverage the programs resources.
• Promote region-wide associations with chambers of commerce, economic development organizations and other associations to strengthen the economic environment in the local communities.

• Attends and/or presents at community events, workshops, seminars, conferences and other program related events in order to stay up to date with current trends.

• Assign, monitor, and evaluate the work of others.

• Perform other related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Education:
• Bachelor’s degree in Business or related area. Emphasis in International Trade preferred.

Experience:
• Progressively responsible administrative experience in international trade program administration or applied international trade experience.

Licenses/Certificates:
• Valid Driver’s License is required

Other Requirements:
• Passport

Knowledge:
• Knowledge of International Trade principles and practices such as global logistics and supply chain, trade missions and shows, and hosting foreign market delegations.

• Knowledge of business and marketing plan development for international trade programs.

• Knowledge of international trade business assistance, training and financing.

• Knowledge of training methods and techniques successful in providing services to client groups.

• Knowledge of federal, state, and local rules and regulations applicable to the program and areas of responsibility to include grant funding regulations.

• Knowledge of record keeping and report preparation techniques to ensure grant funded program compliance.

• Knowledge of proper English spelling, grammar, and punctuation to compose items such as grant proposals and/or strategic plans.

• Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.

• Knowledge of current computer operating systems, software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.
Skills:

- Skill to make effective oral presentations to a variety of audiences with differing levels of knowledge regarding international trade.
- Skill to utilize word processing, spreadsheets, email, online calendaring and data entry/retrieval from database programs.
- Skill to plan and organize work to meet program expectations.
- Skill and ability to rapidly learn and acquire skills in areas and technologies not previously assigned.
- Skill to conduct research and ability to analyze data and prepare reports such as those required by grant funding agencies.
- Skill and ability to effectively communicate with individuals for whom English is not a primary language.
- Skill to exercise tact, diplomacy and confidentiality in dealing with sensitive and complex issues and situations.

Abilities:

- Ability to prepare and monitor a budget.
- Ability to operate standard office equipment such as computers, fax machines, copy machines, telephones and others.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to assign, monitor, and evaluate the work of others.
- Ability to establish and maintain effective working relationships with District administrators, management, staff, diverse community, business and industry contacts clients, collaborative partner contacts, independent programs consultant/trainers, and the public.
- Ability to learn and interpret and apply federal and state laws and regulations, district policies and procedures as they pertain to international trade and/or programs.
- Ability to maintain consistent, punctual and regular attendance.
- Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Examples of physical ability requirements necessary to perform the above job duties:

- Muscular effort (or strength) needed to lift, push, pull or carry an object. (Muscular Tension)
- The ability to bend, stretch, twist, or reach out with the body, arms, and/or legs to perform a task. (Flexibility)
- Coordinated movements of the arms, legs and torso while the whole body is in motion. (Whole Body Coordination)
- Keep balanced and stay upright when in an unstable position. (Whole Body Equilibrium)
- Coordination of two or more limbs (arms and legs) while seated or standing in one place. (Multi-Limb Coordination)
- Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)
- See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as
looking at computer monitors. (Near Visual Acuity)

- See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
- Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)
- Part of vision that occurs outside the very center of gaze allowing the individual to see objects, movement or sharp contrasts toward the edges of the visual field. (Peripheral Vision)
- Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
- Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)
- Tell from what direction a sound is coming from. (Sound Localization)

Examples of mental ability requirements necessary to perform the above job duties:

- Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
- Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
- Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
- Come up with a number of ideas about a topic. (Fluency of Ideas)
- Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
- Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
- Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
- Concentrate on a task over a period of time without being distracted. (Selective Attention)
- Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
- Remember information such as words, numbers, pictures, and procedures. (Memorization)
- Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
- Identify and understand the speech of another person. (Speech Recognition)
- Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
- Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
- Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
- Read and understand information and ideas presented in writing. (Written Comprehension)
- Communicate information and ideas in writing so others will understand. (Written Expression)

Working conditions which may occur:

- Will be required to frequently travel within the country and internationally.
- Work inside protected from the weather.
- Work outside exposed to the weather and varying temperatures.
- Work under pressure of constant deadlines with frequent interruptions.
- Work effectively in a demanding environment.
- Work collaboratively in a team environment.
- Work with sensitive and confidential information.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
• Schedule changes may occur based on business needs.

Personnel Commission Approved: 8/21/12
Board of Trustees Approved: 9/04/12
Salary Range: 50