

MESA COUNTS ON COLLEGE DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: Under the supervision of the City Manager, the Director of Mesa Counts on College is responsible for management of the Mesa Counts on College Projects and initiatives. They are geared toward creating post-secondary success pathways for local youth and transitioning them to post-secondary institutions or certification programs through partnered programs with local school districts and/or educational institutions. A key objective is to improve post-secondary completion for students and to create employment outcomes for youth via collaborative efforts with the business industry and community partners. The Director manages the day-to-day project activities of Mesa Counts on College which is a collaborative partnership between the City of Mesa (COM), Mesa Community College (MCC) and Mesa Public Schools (MPS) and works closely with the City's Economic Development Office on educational/employment initiatives. The Director is responsible for staffing the Mesa Counts on College Executive Board including: preparing agendas/minutes and presentations; facilitating discussions amongst board members and the general public or other participating organizations; preparing both written and verbal reports, presentations, etc. The Director leads efforts of the three partners, with the City of Mesa as the convener. Duties include oversight of all existing and new Advisory teams; including Workforce Development, Community Commitment and Engagement, Resource Development, and liaisons from the partner organizations. In addition, the Director engages in data sharing and pipeline efforts when necessary. The Director also forms partnerships with local industry for the implementation of internships as well as the development and operation of a local College Access Center. Partnering with local non-profits is an essential requirement of this position as well.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class may be required to attend meetings and/or events outside of normal working hours to represent the City of Mesa. An employee in this class is supervised by the City Manager and works under the general direction of the Mesa Counts on College Executive Board. Work will be reviewed by overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Graduation from an accredited college or university with a Bachelor's Degree in Education, Social Work, Business Administration, Public Administration, or related field. Five to seven years of experience in the development, implementation and administration of programs with municipal, business and community organizations and/or programs for targeted populations (i.e., 16 - 26 year olds) or other closely related experience.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in Education, Social Work, Business Administration, Public Administration, or related field is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the Mesa Community College, Mesa Public Schools, City Council, advisory boards, other City employees, state and federal agencies, the media, neighborhood groups, and the general public in order to communicate the needs of multiple parties, explain projects, and present reports and recommendations. Prepares correspondence, detailed analytical documents, reports, and project status reports in order to communicate program activities and results, explain complicated ideas, and recommend alternatives.

Manual/Physical: Attends City Council and advisory boards meetings to present recommendations and outcomes of the Mesa Counts on College Project. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and make presentations at various partner facilities and/or locations throughout the state of Arizona. Sets up and removes displays and information, and makes presentations on Mesa Counts on College Project.

Mental: Plans and directs the administrative and program activities of the Mesa Counts on College Project. Supervises and evaluates the work of staff to ensure compliance with City policies, procedures, and standards. Prioritizes own work by establishing annual work program and identifies and resolves procedural, operational, and other work-related issues by developing and implementing action plans. Monitors status of action plan tasks to determine compliance with project standards, goals and objectives. Coordinates work activities and program functions with other City departments, advisory boards, Mesa Community College, Mesa Public Schools, and other organizations involved in Mesa Counts on College Project. Develops policies and procedures, work programs, and short- and long-term plans, goals, and objectives. Conducts research and analyzes data in order to make recommendations to management and board members. Monitors the grant budget to cover the appropriate level of spending to complete work programs. Comprehends and makes inferences from reports or other documents. Establish work schedules, negotiate agreements, and make policy recommendations.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practice of education program administration;
current educational state, sources and methods of planning and coordinating solutions to educational issues related to post-secondary success;
federal and state programs as they relate to education;
budget and finance administration;
funding resources;
principles and techniques of marketing and promotions;
community groups and organizations involved in providing education and/or human services; and
principles and procedures of research, appraisal of findings and report preparation.

Skills in:

team building;
problem solving;
decision making;
effective communication skills including: written, verbal, presentation and listening;

effective negotiation and mediation;
making oral presentations;
organizing a program or major event; and
producing graphic designs, brochures, and other materials for training programs or public presentations.

Ability to:

administer the program and initiatives;
perform a broad range of supervisory responsibilities over others;
analyze and interpret research findings and conclusions;
present ideas concisely and effectively, both orally and in writing;
design, coordinate, and implement parent and community involvement activities;
provide leadership in implementing City and program policies and programs;
act as a liaison and expeditor between various partner organizations; federal, state, and local government departments and/or agencies; and private business, industry, and development representatives;
prioritize tasks and multitask assignments;
demonstrate proficient marketing skills and techniques;
exercise initiative and independent judgment; and
establish and maintain effective working relationships with business executives, project partners, economic development staff, City officials, management, departments, and advisory boards.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

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EEO-PROF

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 56

SECURITY-No

CDL-No

IND-9410

SWORN-No