

August 15, 2016



RECRUITMENT ANNOUNCEMENT-Butte County

- JOB TITLE:** Director-Butte-Glenn Intermediary Organization
- WORK YEAR:** 7.5 hrs per day/Monday-Friday/12 months/Full-time
- START DATE:** As soon as possible
- SALARY:** Salary Schedule 16 Range 35/A-F \$43.86-\$55.97 (Hourly)
- BENEFITS:** Medical/Dental/Vision for employee and dependents
Annual benefits package worth \$11,052.00
Life Insurance provided for employee at \$50k
- AREA OF ASSIGNMENT:** Chico, CA Location to be determined
- TO APPLY:** Visit: <https://www.edjoin.org/Home/JobPosting/841813>
- DEADLINE:** Tuesday, September 6, 2016 at 4:00 p.m.

DEFINITION:

The Butte-Glenn Intermediary Organization was formed to align business, education, and community organizations within Butte and Glenn Counties to maximize employment and training opportunities for youth and adults, resulting in career and economic success.

The Director, under the general direction of the Governance Council of the Intermediary Organization, shall: (1) Convene key leaders across sectors to provide a forum for ongoing dialog and decision making; (2) Connect and broker services between partnering organizations and program participants; (3) Measure programmatic effectiveness for all stakeholders and provide continuous improvements; and, (4) Sustain effective partnerships amongst business, education and community organizations.

EXAMPLE OF DUTIES (May include, but is not limited to the following):

The primary responsibility of the Director is to support Industry, Learners, and the Butte-Glenn Intermediary Organization through such duties as:

- A. Industry
1. Central point of contact between the Intermediary Organization, business, education and other community partners
 2. Recruit industry sector champions to assist in promoting the goals of the organization
 3. Convene and facilitate industry sector meetings/workshops
 4. Assist in the identification of industry sector needs
 5. Facilitate industry solutions with Intermediary Organization partners and other community partners
- B. Learner
1. Obtain opportunities for learners to partner with industry on career-related learning including: internship, mentoring opportunities, and other career/work-related activities
 2. Research, identify, and pursue new sources of career/work-related opportunities for learners
 3. Connect and coordinate existing services and activities to enhance opportunities for youth and adults to establish career connections and increased employment options

- C. Intermediary Organization
1. Create a plan that identifies the key elements and objectives of the Butte-Glenn Intermediary Organization
 2. Support efforts to expand broad based economic growth for the regional economy
 3. Represent the Intermediary Organization at workshops, conferences and meetings with business and educational leaders to provide information on programs available
 4. Work with Intermediary Organization to develop measurements of success
 5. Provide quarterly and annual reports on status of the Intermediary Organization based on measurements of success, including data collection and analysis
 6. Conduct an ongoing program improvement process for the Organization
 7. Manage all aspects of the Intermediary Organization

QUALIFICATIONS:

KNOWLEDGE OF:

1. Knowledge of business, education, workforce, and government functions related to employment and the economy
2. Knowledge of pertinent laws and regulations as they pertain to internships and employment
3. Implementation strategies for providing training programs and services
4. Principles of collaboration
5. Effective leadership practices
6. Effective group/meeting facilitation strategies
7. Implementation strategies for providing training programs and services

ABILITY TO:

1. Connect and broker services between partnering organizations and program participants
2. Assess industry and business standards and apply to training needs
3. Facilitate small and large groups of professionals
4. Plan and organize work and manage multiple priorities
5. Ability to work productively and with independent initiative
6. Plan, coordinate, and facilitate collaborative relationships, activities and services involving diverse constituents
7. Communicate effectively in oral and written forms
8. Gather and analyze data and prepare clear and accurate reports
9. Develop and manage budgets and other fiscal responsibilities of the Intermediary Organization

EDUCATION AND EXPERIENCE:

1. Bachelor's degree preferred
2. Five years of progressively responsible work in education, business, government, or economic development that demonstrates the ability to perform the duties described above
3. Evidence of successful program development and implementation

OTHER REQUIREMENTS:

Must possess valid California Driver's License, proof of automobile insurance, and own transportation

PHYSICAL REQUIREMENTS:

Occasional (less than 25%)

Ability to bend and twist, stoop, and kneel

Ability to lift 40 pounds

Ability to carry 25 pounds

Ability to stand for extended periods of time

Often (25 – 50%)

Sufficient mobility to move about an office

Very Frequent (76%)

Ability to stand and move around an office

Ability to work at a desk, conference table, or in meetings of various configurations

Ability to see for purposes of reading printed matter and observing staff

Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand
Ability to operate office equipment
Ability to reach in all directions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

OTHER:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. **FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.**

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Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):

- **Cover Letter**
- **Resume**
- **Three Letters of Recommendation**
- **Bachelor's Degree (preferred)**
- **Copy of all transcripts**

Butte County Office of Education
Attn: Human Resources
1859 Bird Street, Oroville, CA 95965
Email: lkawasaki@bcoe.org

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer
Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.