

Job Description

JOB TITLE: Director, North Far North Regional Consortium

PAY GRADE: CS24

LAST REVISED: February 2026

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. This position is contingent upon grant funding.*

SUMMARY DESCRIPTION

Sierra College is committed to Guided Pathways and Vision 2030, with a focus on equitable student outcomes and strong regional workforce partnerships. In that spirit, the Director, Regional Consortia Chair (North Far North) provides strategic leadership, operational oversight, and regional coordination for the North Far North Regional Consortium (NFNRC). The NFNRC leads the coordination and alignment of workforce efforts for the 15 community colleges in the region. Under the direction of the Executive Dean of Workforce and Strategic Initiatives or designee, the Director leads the development and implementation of regional workforce and career education strategies; supports coordination of K–16 pathways; manages regional governance processes; and ensures alignment with the California Community Colleges Chancellor's Office (CCCCO) Regional Collaboration and Coordination Grant.

The Director represents Sierra College as the regional host for the North Far North, convening the 15 member colleges and collaborating with workforce boards, industry partners, K–12 agencies, adult education consortia, and state-level partners to advance shared regional goals. The position ensures compliance with all applicable federal, state, and District policies and maintains an inclusive and equitable environment consistent with Sierra College's values.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead regional workforce and career education strategy informed by labor market data, Centers of Excellence analysis, and employer needs.
2. Coordinate and lead annual strategic planning, regional retreats, and governance activities—including oversight of the Regional Council (Voting Members) and regional working groups.
3. Convene and facilitate systemwide coordination across 15 community colleges, workforce partners, and industry stakeholders to align with regional priorities, including regular briefings, action summaries, and communication to member colleges, partners, and the Chancellor's Office.
4. Collaborates with key stakeholders to advance regional K–16 strategies including dual enrollment, pathway development, transfer alignment, and work-based learning expansion.
5. Provides strategic input and information to inform decision-making by CEOs, CIOs, CSSOs, CTE Deans, and other regional leaders on policy, strategy, and regional direction.
6. Implement and manage the NFNRC governance structure, ensuring clear decision-making processes, transparency, and shared accountability.
7. Maintain regional operating procedures, bylaws, decision-making protocols, and documentation supporting governance and compliance.
8. Ensure all regional responsibilities under the CCCCCO Regional Collaboration and Coordination Grant are met, including reporting, evaluation, developing and implementing funding allocation process, and performance metrics.

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9. Provide leadership, direction, and evaluation of assigned professional and administrative staff, including establishing performance expectations, overseeing workload distribution, and supporting staff development.
10. Ensure all regional operations advance equity and support inclusive practices.
11. Develop and implement a regional communications plan including website oversight, newsletters, reports, and meeting materials.
12. Represent the region on statewide committees, advisory groups, and CCCCO convenings.
13. Maintain strong working relationships with college leadership, employers, workforce boards, K–12 partners, and other regional stakeholders.
14. Direct and manage all components of the Regional Collaboration and Coordination Grant, including fiscal planning, contract administration, and required reporting.
15. Coordinate regional resource braiding across Strong Workforce Regional Share, K–12 SWP, Perkins V, and EWD Employer Engagement funds.
16. Collaborate with the Foundation for California Community Colleges regarding fiscal administration, contract execution, and NOVA reporting.
17. Ensure compliance with District fiscal policies, state guidelines, and federal regulations.
18. Lead monitoring and reporting of regional outputs and outcomes including, students completing 9+ CTE units, work-based learning participation, employer engagement indicators, transition and employment outcomes
19. Oversee regional dashboards, data reviews, and outcome reporting structures.
20. Produce annual regional impact reports, quarterly updates, and public communications reflecting regional progress and equity outcomes.
21. Lead regional employer engagement strategy in partnership with Directors of Employer Partnership, workforce development boards (WDBs), America’s Job Centers of California (AJCCs), and industry associations.
22. Establish streamlined regional employer entry points and support expansion of work-based learning, clinical placements, internships, apprenticeships, and related opportunities.
23. Support development and scaling of innovative regional workforce initiatives aligned with industry demand and regional goals.
24. Support regional curriculum processes, labor market validation, and duplication prevention in collaboration with the Centers of Excellence and college leadership.
25. Participate in District committees and cross-functional teams as assigned.
26. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

The following describes the education, experience, knowledge, skills and abilities required to enter the job and successfully perform the assigned duties.

Education and Experience Guidelines: A bachelor’s degree in any subject matter field, master’s degree or the equivalent preferred, and four years of progressively responsible management experience related to the duties of the positions is preferred.

Knowledge of:

1. Community college mission, Guided Pathways, Vision 2030, and regional workforce initiatives.
2. Federal, state, and local regulations governing Strong Workforce, Perkins V, EWD grants, and related programs.
3. Regional labor market analysis and interpretation.
4. Curriculum development and community college program approval processes.
5. Budget planning, grant management, and audit standards.
6. Workforce partnerships, employer engagement strategies, and regional collaboration practices.
7. Principles of supervision, evaluation, and organizational change.
8. Culturally responsive practices and equity-minded leadership.
9. Laws, regulations, and legislation relevant to assigned program areas.
10. Safety practices.

Ability to:

- Provide strategic leadership across diverse and geographically dispersed institutions.
- Build consensus and facilitate complex, multi-stakeholder decision-making.
- Manage comprehensive grant programs and coordinate multiple funding streams.
- Interpret and apply regulations, policies, and grant guidelines.
- Analyze complex data and prepare clear, accurate reports.
- Communicate effectively in writing, verbally, and in public forums.
- Establish cooperative and productive relationships with internal and external partners.
- Demonstrate cultural humility and advance equitable outcomes for diverse populations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.