

Job Description

JOB TITLE: Manager, North Far North Regional Consortium

PAY GRADE: CS17

LAST REVISED: October 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 is a grant funded position.*

SUMMARY DESCRIPTION

Under the general direction of the Director, North Far North Regional Consortium, the Manager, North Far North Regional Consortium provides leadership and program management for all consortium activities supporting the North Far North Regional Collaboration and Coordination Grant (RFA 2025–2028), and supervises the Administrative Assistant, temporary staff, and student employees. The Manager coordinates implementation of regional initiatives and activities in alignment with the Regional Plan, grant requirements, and the direction established by the Director, ensuring alignment between regional workforce priorities, college initiatives, and the California Community Colleges Chancellor's Office (CCCCO) goals for equitable workforce outcomes.

The Manager coordinates and implements assigned activities and projects to strengthen collaboration among community colleges, K–12 partners, industry, workforce boards, and community organizations. Responsibilities include coordinating regional projects, supporting technical assistance activities, facilitating communications, tracking performance metrics, and monitoring compliance with fiscal and reporting requirements in coordination with the Foundation for California Community Colleges (FCCC). This position requires strong project management, communication, and data analysis skills, and a working knowledge of workforce development, equity, and partnership-driven innovation.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Manager must demonstrate an understanding of and experience supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

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. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff and consultants responsible for the operation of Regional Consortium programs, including Strong Workforce-funded regional initiatives, customized technical assistance, grant-funded programs, and strategic partnerships; coordinates day-to-day operations of the Regional Consortium and implements assigned goals, activities, and deliverables established through the Regional Plan and CCCCCO Request for Applications (RFA 2025–2028).
2. Builds and maintains strong working relationships with college representatives, industry partners, workforce boards, and community-based organizations. Participates in program planning activities with state, regional, educational, and other agencies; builds and maintains workforce community partnerships; and supports implementation of regional programs, ensuring that programs include an equity-minded framework and are consistent with Vision 2030 priorities.

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3. Establishes schedules and methods for providing Regional Consortium services; identifies resource needs; reviews needs with the Director, Executive Dean, and other appropriate management staff; coordinates resources across assigned regional projects within approved plans and budgets, ensuring deliverables, timelines, and budgets are met.
4. Supports the Executive Dean in developing the annual Regional Plan and participates in the development of goals, objectives, policies, and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures, ensuring equity-mindedness; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
5. Participates in the selection, onboarding, and oversight of staff and consultants; networks with partners to plan and share resources and strategies; coordinates technical assistance, training, and consulting agreements with regional colleges, employers, organizations, and agencies.
6. Represents the consortium at assigned regional and statewide meetings and forums to promote awareness, alignment, and accountability; serves as a liaison between the consortium and statewide initiatives, including coordination with K–14 Technical Assistance Providers, Centers of Excellence, and other regional networks.
7. Identifies and addresses technical assistance needs among consortium colleges and partners; develops and facilitates professional development opportunities to strengthen institutional capacity for data use, employer engagement, and program evaluation.
8. Coordinates consortium site visits, trainings, and collaborative sessions to share best practices and support regional improvement.
9. Leads data collection and analysis in collaboration with the Centers of Excellence (COE) and the Foundation for California Community Colleges (FCCC) to monitor outcomes and inform program implementation and continuous improvement; prepares reports and provides statistical information for use by Sierra College, the Regional Consortium, and the California Community Colleges Chancellor's Office; develops and implements procedures for data collection, storage, confidentiality, and secure disposal.
10. Develops and maintains performance dashboards, reports, and presentations that track progress toward key RFA metrics; supports continuous improvement through data-driven evaluation and stakeholder feedback loops.
11. Coordinates with FCCC on fiscal management, contract execution, and compliance documentation; monitors regional expenditures, sub-awards, and contracts to ensure alignment with approved budgets, funding allocations, and grant requirements.
12. Develops and maintains systems to track deliverables, reports, and approvals in accordance with district and CCCCO regulations.
13. Identifies potential grant and funding opportunities and supports the development of grants and funding proposals that can be used to support, grow, and/or accelerate Regional Consortium activities; serves as a liaison to the Sierra College Foundation and other funding partners to facilitate funding opportunities that support consortium goals.
14. Implements regional communication strategies and develops communications materials to promote transparency and collaboration within the region; works with the Sierra College Marketing department and other communication contractors to prepare and distribute regional updates, newsletters, and website content highlighting consortium activities and outcomes, ensuring that communication is culturally inclusive to the audience being reached.
15. Ensures that all communications and engagements reflect the college's and consortium's commitment to diversity, equity, inclusion, and access.
16. Provides day-to-day leadership and supervision to assigned staff and student employees; establishes goals, evaluates performance, and promotes a collaborative, service-oriented work culture.

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17. Models equity-minded leadership and supports staff professional development.
18. Prepares reports, briefings, and presentations for the Executive Dean, Director, Chancellor's Office, and other stakeholders.
19. Performs other related duties as assigned to support the success of the Regional Consortium.

MINIMUM QUALIFICATIONS

The following describes the education, experience, knowledge, skills and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Education and Experience Guidelines:

Education/Training: Bachelor's degree from an accredited college or university in education, business administration, public administration, workforce development, or a related field. A master's degree in business, education, or public administration is preferred.

Experience: Two years of progressively responsible experience in program management, workforce development, or regional collaboration, including project oversight and reporting responsibilities, and one year of supervisory or lead experience. Experience with California Community College workforce programs (e.g., Strong Workforce, Perkins, CAEP, CAI, or K-16), managing multi-institutional partnerships or grant-funded projects, and developing or using data systems for program evaluation and reporting is desirable.

Knowledge of:

- Principles of program management, program planning, and evaluation.
- California Community College system and regional workforce development structures.
- Labor market analysis and performance metrics related to student outcomes.
- Fiscal management and reporting requirements for public grants and contracts.
- Data collection, analysis, and visualization methods.
- Principles of supervision, training, and performance evaluation.
- Modern office practices, cloud-based collaboration tools, and project management software.
- Pertinent federal, state, and local laws, codes, and regulations related to workforce and grant programs.
- Current and emerging workforce development practices, initiatives, trends, and industry needs.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Ability to:

- Lead and coordinate multiple regional initiatives simultaneously.
- Apply an equity-minded framework and ensure programs, services, and processes are designed and delivered to meet the varying needs of all students and partners.
- Plan and organize work to meet changing priorities and deadlines.
- Coordinate collaboration and facilitate productive working relationships across diverse institutions and stakeholders.
- Interpret and apply federal, state, and district policies related to workforce and grant programs.
- Analyze data, prepare reports, and present findings to varied audiences.
- Supervise, motivate, train, and evaluate assigned staff.

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- Exercise initiative, independent judgment, and diplomacy in a complex regional environment.
- Communicate clearly and concisely, both orally and in writing.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Demonstrate awareness and appreciation of the cultural diversity of the community.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Work effectively in a hybrid environment with occasional travel throughout the region.
- Operate office equipment including computers and supportive software.

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.