

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

Demonstrate sensitivity to and understanding of staff and students with physical and learning disabilities.

Excellent leadership, interpersonal and analytical skills.

Communicate effectively both orally and in writing.

Ability to function at a maximum level with minimum staff.

EDUCATION AND EXPERIENCE: A Bachelors degree in Statistics, Economics, Business Administration, Higher Education, or a closely related field. Prefer a Masters degree in one of the Social Sciences with strong planning, measurement, and research methodology coursework.

Previous successful administrative experience in research, planning and grants management. Experience in strategic planning, managing effective organizational change, and results analysis. Experience in conducting workshops and demonstrations. Experience with and commitment to working with culturally and ethnically diverse groups.

LICENSE AND OTHER REQUIREMENTS: Valid California Driver's License.

WORKING CONDITIONS: Duties are primarily performed while sitting at a desk or computer terminal. Incumbents are subject to extensive contact with students, staff, and the public.