APPENDIX F

Minimum Qualifications for Deputy Sector Navigators

Please Note: Minimum qualifications requirements do not apply to existing Deputy Sector Navigators (DSN). However, any new DSN hired by DSN grantee community college districts must utilize, at minimum, the qualifications provided below.

General for all Deputy Sector Navigators

Knowledge of:
- Higher education mission, organization, policies for community colleges;
- The basic workings of the California Community College system;
- Host District policies and procedures;
- The program planning process including setting measurable objectives;
- Current teaching and learning methods;
- Credit, non-credit, and not-for-credit curriculum development;
- New CTE standards of the California Department of Education;
- Sector specific employment needs;
- Sector specific federal, state, and local laws, codes and regulations; and
- Grant and contract management including financial elements.

Ability to:
- Plan, prioritize, assign work, and manage all program assets in order to meet work plan objectives, schedules and timelines;
- Market program training / services to colleges, industry employee groups and legislative bodies;
- Create and manage work plans, budgets, and ensure up-to-date program reporting;
- Work effectively with faculty from diverse programs, program advisory committees at the local campuses, and within the California Community College system;
- Hire, contract, plan, direct and manage the activities of contractors;
- Interpret and apply relevant Federal, State, County, and District rules, regulations, policies, and procedures;
- Prepare and deliver studies, assessments, articles, outreach presentations, and where possible technical training;

- Communicate effectively both orally and in writing to diverse groups;
- Create and maintain cooperative relationships with local, regional, national employers, agencies and governmental entities;
- Develop and use an advisory group to assist in the creation and implementation of program mission and goals;
- Supervise, mentor, monitor and evaluate technical and administrative center staff;
- Demonstrate an awareness and sensitivity dealing with racial, ethnic, gender, disabled, economically and culturally diverse people;
- Use a computer and related technology and software to effectively manage the program and meet work plan objectives;
- Assess Industry needs and develop timely deliverable solutions such as curriculum and training that meet regional and statewide needs;
- Coordinate, archive and disseminate center-developed products to the Sector Navigator, California Community Colleges and industry partners;
- Provide professional leadership and direction for the assigned operation;
- Monitor budgets and contracts; participate in budget development;
- Secure private and public sector matching funds for grants;
- Analyze data and information;
- Develop effective relationships with partners, collaborative in nature, coachable; and
- Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.

Sector Specific Minimum Qualifications

Information and Communication Technology-Digital Media
- Bachelor's Degree in related field;
- Subject matter knowledge of:
  - of current occupational requirements for Information Technology, Software Development, and Digital Media skills in their core and hybrid industry settings;
  - Mobility and Communications;
  - Industry-recognized third party Certifications;
  - Relevant and evolving future technologies.