

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: COORDINATOR OR SPECIAL GRANTS & WORKFORCE PROGRAMS

#### FLSA STATUS:

#### BASIC FUNCTION:

Under the direction an area administrator, the Coordinator of Special Grants & Workforce Programs is responsible for supporting program development, coordinating and marketing and of fee-based, contract education, and apprenticeship related programs, seminars, and workshops. This position serves as a liaison between the program and the general public, students, staff, district and community officials; maintains grant fiscal accounts and budget expenses; schedules classes, tracks performance and financial data and prepares appropriate reports to internal audiences and external agencies as requested.

#### REPRESENTATIVE DUTIES:

Coordinate on-and-off site instruction and the scheduling of instructors; responsible for registration, account management, grant specific paperwork, and use of facilities to deliver the required instruction; complete and coordinate staff appointments. *E*

Recruit businesses and students that will participate in workforce training projects by promoting and marketing available programs and services through presentations, brochures, correspondence, and other methods. *E*

Develop procedures to ensure that the program operations and activities are in compliance with District policies and grant specifications and are in alignment with grant objectives and departmental guidelines. *E*

Maintain operational, financial, and related records required by granting agencies and prepare reports for grant funded projects as required. *E*

Monitor program budgets to ensure income and expenditures are consistent with projections. Oversees the collection of accounts and maintenance of accurate financial records. *E*

Attends various local and/or state agency meetings as mandated by assignment; may travel to employer sites, WIB agencies, and non-profit organizations. *E*

Handle a variety of administrative tasks such as composing correspondence; ordering materials, supplies, and services; responding to telephone calls, e-mail, and office correspondence; run a variety of errands to support day-to-day operations. *E*

Collect, research, verify records; analyze and summarize information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete, review, and verify documents, including reports, for completeness and conformance with established regulations and procedures. *E*

Approved by BOT on January 15, 2019

Train, assign, lead, supervise and evaluate the work of assigned staff; complete or provide input into performance evaluations; participate in selecting student workers as requested; assure completion of clerical assignments in accordance with established time lines and approved procedures. *E*

Compile data for grant reports according to State, Federal, District and grant specifications and guidelines; develop accounts, new line items, and object codes according to grant objectives, guidelines and specifications. *E*

Utilizes various computer applications and software packages; inputs, updates, corrects, and extracts information; maintains and generates database reports. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Operational characteristics, services, and activities of workforce development programs.

Principles, procedures, objectives, and practices related to community college programs and services.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles and practices used to establish and maintain files and information retrieval systems

Pertinent federal, state, and local laws, codes, and regulations.

### **ABILITY TO:**

Oversee and participate in the management of a comprehensive economic and workforce development program.

Oversee, supervise, and coordinate the work of assigned staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Exercise initiative and mature judgment

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of

work.

Plan and organize work to meet challenging priorities and deadlines.

Maintain confidential, complex, and interrelated files and records.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree from an accredited college or university and two years of program management and/or coordination experience.

**WORKING CONDITIONS:**

Work is performed primarily in a standard office setting. 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 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. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hear in the normal audio range with or without correction.