Position: Workforce & Community Development Coordinator

Position Number:

Department/Site: Area’s office

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Area’s administrator

Salary Range: 34

BASIC FUNCTION:

Under the direction of the area administrator, plan, coordinate and schedule contract training and vocational certificate programs for the business community; assist in planning and scheduling of customized contract training for businesses; serve as assistant to the area administrator

REPRESENTATIVE DUTIES:

- Plan, coordinate and schedule contract training and vocational certificate programs for the business community.
- Assist in planning and scheduling of customized contract training for businesses; conduct research and develop new training offerings and certificate programs; plan and schedule professional not-for-credit courses.
- Perform specialized professional-level duties and assist personnel related to a variety of subjects, including scheduling, methods and procedures, staff organization, space utilization, equipment and material utilization, allocation and expenditure of funds, community relations and other related subjects.
- Train and assist in the evaluation of office staff, Workforce & Community Development instructors and temporary employees; prepare work schedules and work assignments; assist in the selection of personnel.
- Serve as assistant to the Dean of Workforce & Community Development; represent the Dean of Workforce & Community Development at meetings, conferences and the community as directed; collaborate with community and industry to effectively plan and promote training.
- Conduct research, analysis and studies of a variety of operating and fiscal activities and functions of the College; compile and analyze data and prepare reports, schedules and catalogs in a variety of formats.
- Prepare and provide a variety of information and data to public agencies, private firms, consultants, College personnel and others.
- Develop and maintain accurate records system, audit trails and maintain records of administrative business.
- Communicate with vendors and contractors regarding class schedules; make recommendations regarding changes.
• Perform a variety of office work in support of assigned projects, studies and programs; operate and maintain a variety of office equipment; drive a vehicle to conduct work.
• Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Administrative analysis and reporting techniques.
• Specialized technical and administrative principles, practices and procedures of course and schedule development.
• Administrative research, data collection, data analysis and statistical methods.
• Organizational principles and relationships.
• Budgetary methods and procedures.
• Computer terminal operating techniques.
• Public relations and marketing.
• Operation of automated office equipment.

ABILITY TO:
• Analyze and solve problems of course organization and design systems to implement solutions.
• Plan, organize and complete assignments with little supervision.
• Plan, organize and evaluate the work of assigned staff.
• Design and conduct research projects with clearly defined parameters.
• Communicate effectively both orally and in writing.
• Maintain confidentiality of privileged or sensitive information.
• Recommend and draft policies, regulations, rules, directives, reports and technical materials.
• Operate modern office equipment including a microcomputer.
• Understand and follow oral and written instructions.
• Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: associate’s degree with emphasis in business, communications or related field and two years experience performing complex organizational tasks.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve records.