**Position:** Workforce & Community Development Specialist  
**Position Number:**  
**Department/Site:** Area’s office  
**FLSA:** Non-Exempt – (Classified CSEA)  
**Reports to:** Director, dean, or other administrator in assigned area  
**Salary Range:** 31

**BASIC FUNCTION:**

Under the direction of the area administrator, prepare, develop, promote and implement not-for-credit schedule of courses; manage and coordinate use of campus facilities; develop and coordinate special educational community events and programs.

**REPRESENTATIVE DUTIES:**

- Prepare, develop, promote and implement not-for-credit schedule of courses; organize production schedule and coordinate printing activities; prepare course descriptions, coordinate and evaluate classes, interview instructors, research programs and coordinate with other colleges as appropriate.

- Manage and coordinate the use of campus facilities; prepare facilities log, calendar and accounting records related to facilities use.

- Market and promote schedule of courses; research market trends; coordinate with local media; maintain mailing lists.

- Prepare and maintain financial records and other data related to short courses, special programs and facilities use.

- Develop and coordinate special educational community events and programs to included older adult college and traffic school.

- Communicate with vendors and contractors regarding schedule production, facilities requirements and other matters.

- Operate office machines and equipment including a computer, copier, calculator, scanner and others as assigned.

- Train and assist staff as needed; assist with organizing office functions.

- Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Course development methods.
- Community education trends.
- Computer terminal operating techniques.
- Public relations and marketing.
- Operation of automated office equipment.
- Basic graphic arts and editing techniques.

ABILITY TO:

- Prepare, develop, promote and implement not-for-credit schedule of courses.
- Manage and coordinate use of campus facilities.
- Develop and coordinate special community events and programs.
- Communicate effectively both orally and in writing.
- 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 one year experience performing organizational tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license and use of a personal vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Reaching overhead, above the shoulders and horizontally.
Sitting for extended periods of time.