

VICTOR VALELY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WIA/CALWORKS COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, organize and perform a variety of advanced and specialized duties to coordinate, communicate and process District WIA, CalWORKS, and Student Employment programs and services; coordinate communications between students, faculty and staff and various community and government agencies.

REPRESENTATIVE DUTIES:

Organize and perform a variety of advanced specialized duties to coordinate, communicate and process WIA, CalWORKS, and Student Employment District programs and services; coordinate communications between students, faculty, staff and various community and government agencies. *E*

Research and compile data to assist with the preparation and development of information for required grants, program applications, contract renewals, and reports, in accordance with county and state requirements; monitor progress as needed. *E*

Coordinate and monitor CalWORKS, WIA and Student Employment programs; develop procedures for daily operations and establish program participation guidelines; evaluate student needs; coordinate provision of appropriate student services such as career guidance, job placement, financial aid, counseling, tutoring and child care and make referrals to other support services as needed. *E*

Evaluate and monitor student progress in programs; maintain and monitor student records and track progress; prepare, submit and monitor billings, and track program expenses and income; serve as liaison for student and County services. *E*

Attend and participate in meetings, committees, conferences and seminars related to assigned programs; act as liaison to enhance communication between college, local, county and state agencies. *E*

Provide career guidance to students; arrange, design and present workshops on employment issues, etiquette and best practices. *E*

Establish and maintain effective working relationships and communications with community organizations and employers to facilitate coordination of program services. *E*

WIA/CalWORKs Coordinator - Continued

Maintain and organize a variety of records, logs, files, and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to District, personnel or controversial matters. *E*

Assist with and monitor the annual restrictive budgets in coordination with supervisor; collect and compile statistical and financial data and other information for special and periodical reports as required. *E*

Perform a variety of department support duties; answer phones; provide information regarding programs, services and requirements; interpret and apply rules and regulations as appropriate; assist in resolving questions and issues as appropriate. *E*

Perform administrative and clerical support duties including preparing a variety of correspondence; scheduling appointments; facilitating communication between supervisor, staff and public; developing and creating program flyers, brochures and media presentations; receiving and opening mail; and ordering and maintaining materials and supplies as needed. *E*

Operate a personal computer and standard office equipment to enter data, maintain records and generate reports; utilize word processing, spreadsheet, database and other software required by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and department organization, operations, policies and objectives.

CalWORKS, WIA and Student Employment policies and objectives.

Employment labor market and current labor laws.

Program, budget and other related laws and regulations by the State Chancellor's Office and county agencies.

Applicable sections of the State Education Code and other applicable laws.

Oral and written communication skills.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

ABILITY TO:

Perform advanced specialized duties to coordinate, communicate and process District programs.

Motivate students/program participants to achieve goals.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Serve as liaison for District WIA, CalWORKS and Student Employment programs with county and community agencies.

WIA/CalWORKs Coordinator - Continued

Conduct fair and impartial employment practice according to legal requirements.
Prepare and present workshops and organize career fairs and related events.
Perform administrative clerical support duties.
Collect and compile statistical data for reports.
Prepare and maintain a variety of correspondence, reports, records, files, logs, spreadsheets, lists, flyers and media presentations.
Work confidentially with discretion.
Analyze situations correctly and adopt effective course of action.
Attend and participate in a variety of committees, councils and events.
Operate a personal computer to enter data, maintain records and generate reports.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in business administration, economics or other related field, five years increasingly responsible administrative support or complex secretarial experience and student services, job placement or other related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to use fingers and hands to operate a computer keyboard; occasionally lift up to 25 pounds; see to operate a vehicle to attend off-campus meeting and visit businesses; speak and hear to communicate and make presentations.