

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - CAREER & WORK DEVELOPMENT PROGRAMS

BASIC FUNCTION:

Under the direction of the Director II-Regional Occupational Program, organize and direct the Career and Work Development programs administered by the Regional Occupational Program (ROP); supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the administrative and instructional support functions and services for career preparation, occupational job training, work development programs and the Workability II Program; receive referrals and determine appropriate level of services needed.

Assist with curriculum and course development; recommend new courses; coordinate course offerings with districts, community colleges, and other external agencies; coordinate and oversees printing of schedules, catalogs, brochures, publicity and advertisements for new courses and activities.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide staff training as needed.

Serve as liaison for and present career/work development information to community colleges, local and business industry councils, community groups, business agencies, marketing groups and local, regional and national agencies.

Assist with proctoring the national credential assessment system; coordinate outreach efforts and transitional services among ROP staff, district staff and external transition programs.

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs; recommend changes to program services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepare various Department of Rehabilitation contracts, invoices, staff time certifications and quarterly reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with others to develop networking, business contracts, community awareness, collaboration of services, referrals and resources.

Develop and prepare the annual preliminary budget for contracts and grants; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research and prepare grant and contract application renewals including invoices.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; attend trade shows, job fairs, workshops and other events related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the Career and Work Development Programs of the County Office.

Union contracts and merit system rules.

Americans with Disabilities Act.

Federal Employment and Housing Act.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures including labor and education codes.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize and direct the Career and Work Development programs administered by the ROP.

Supervise and evaluate the performance of assigned staff.

Serve as liaison for the Career and Work Development programs.

Maintain current knowledge of local community, State and national resources.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, career development or related field and three years increasingly responsible career/work development, occupational training or vocational education experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

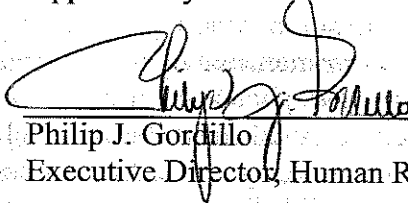
PHYSICAL DEMANDS:

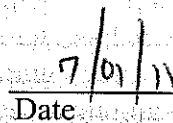
Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources


Date 7/07/11