



JOB TITLE: ASSISTANT DIRECTOR EOPS/CalWORKS

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	8	Board Approved:	March 18, 2002

BASIC FUNCTION:

Under the direction of the Director of EOPS/CalWORKS, provide leadership and coordination of the CalWORKS and CARE programs. Coordinate the activities of all personnel involved in these programs.

This position is contingent upon the availability of state and federal funding.

REPRESENTATIVE DUTIES:

The duties of the Assistant Director of EOPS CalWORKs may include, but not be limited to, the following:

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions, and promote such an environment across campus.

Manage the CARE and CalWORKS programs, including but not limited to administering the budgets for each, and establish and maintain effective organizational partnerships and work relationships.

Develop, implement, interpret and monitor policies and procedures to meet compliance with state regulations for CARE and CalWORKS programs.

Represent the college as the CARE and CalWORKS liaison to the community; create linkages and collaborative programs with businesses, the One Stop Career Centers, and public agencies to ensure opportunities for CARE and CalWORKS students.

Manage the outreach and marketing efforts of the CARE and CalWORKS programs to ensure a steady flow of students to the program.

Ensure the validity of student eligibility for CARE and CalWORKS programs with supporting documentation of financial and educational criteria required for operational program reviews.

Supervise the staff in the CARE and CalWORKS programs.

Direct the daily operations of the CARE and CalWORKS programs.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Must have a Bachelor's degree which includes or is supplemented by a minimum of six units of college level course work predominately relating to ethnic minorities or persons handicapped by educational, language or social disadvantages (or willing to commit to completing the coursework in the first year of employment); two years of full-time experience in management or leadership

of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages, or as a community college EOPS counselor or EOPS instructor.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes and regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and appropriate software.

Abilities/Skills:

Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.
Supervise and evaluate the performance of assigned staff.
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 appropriate office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to offsite locations periodically.
Move from one work area to another.
Hand, wrist, finger dexterity to operate various office machines.
Multicultural, diverse work environment.
Lift up to 25 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.