

DIRECTOR OF CalWORKs

DEFINITION

Plans, supervises and participates in a variety of complex and responsible activities involving all aspects of the college's CalWORKs program, including conducting in-depth analysis and integrating activities/projects with the goals of the college.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Associate Dean of Continuing and Community Education.

Work direction may be provided to clerical and lower-level technical personnel and student assistants.

EXAMPLES OF DUTIES

Plan, coordinate and facilitate the development and implementation of the college CalWORKs program, including associated supportive services.

Conduct research and maintain current knowledge of revisions to federal and state regulations as they pertain to the program.

Collaborate with and provide training to faculty, staff and students as it relates to CalWORKs activities.

Gather, compile and analyze complex data and prepare reports.

Prepare and monitor budgets for CalWORKs.

Serve as liaison with college and community resources to optimize the success of CalWORKs students.

Develops and maintains database.

Monitors the conformance of activities with District policy.

Work cooperatively and effectively with local and state agencies.

Supervises the work of technical staff and clerical staff.

Market and promote the program, including orientation for new students.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Specialized knowledge of CalWORKs rules, regulations, and procedures.

Business and statistical math.

Principles of database maintenance.

QUALIFICATIONS (continued)

Research and data collection methods.

Administrative survey and reporting techniques.

Methods and techniques for budget planning.

English usage, spelling, grammar, and punctuation.

Ability to:

Plan, assign, and supervise the work of others.

Gather, compile, and analyze complex data.

Read, understand, analyze and apply complex written materials.

Prepare clear and concise written and oral reports.

Establish and maintain effective relationships with District personnel, officials of other agencies and the public.

Interpret and administer District policies and procedures.

Effectively represent the college's CalWORKs program at the local, regional and state level.

Write and monitor grants.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

Bachelor's degree from an accredited college with an emphasis in Business Administration, Health and Human Services, Social Work, Psychology, Education or a related field.

Experience:

A minimum of three years progressive, responsible experience in managing complex grants or projects, including preparing written reports, making presentations, supervising staff and managing budgets.

Desirable Requirements:

Master's degree in Public Administration, Business Administration, Social Work, Counseling or Higher Education Administration or a related field.

Knowledge of CalWORKs and other related programs.

Experience in a college environment.