

ASSISTANT DIRECTOR CalWORKs

DEFINITION

Assist in the planning, tracking, coordinating, and providing student services related to the CalWORKs program.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the CalWORKs Director.

Supervision is exercised over classified staff, relief workers and student workers.

EXAMPLES OF DUTIES

Oversees, plans, coordinates and performs day-to-day operations, including assisting students in case management, job development, and obtaining work experience.

Organizes and provides training on employment procedures in coordination with instructors, technicians, and support staff.

Develops plans and procedures for training, placing, and tracking all students enrolled in credit and noncredit classes.

Assists in the design and implementation of the annual program plan within the credit and noncredit programs.

Prepares enrollment and statistical reports required by local, state, and federal agencies.

Interprets, communicates and applies current laws and regulations concerning eligibility and enrollment determination.

Assists with special projects as assigned.

Collaborates with community agencies, attends meetings, conferences and make presentations.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

CalWORKs rules, regulations and procedures.

Principles of supervision, training, and evaluating performance.

Interpretation and evaluation of student records and progress reports.

Correct English usage, spelling, grammar, and punctuation

Computer software programs, including database software for the collection, review, statistical analysis and presentation purposes.

QUALIFICATIONS (continued)

Ability to:

Coordinate CalWORKs procedures.

Train, supervise, and provide work direction to personnel.

Organize and coordinate work ensuring efficient operations in the office.

Interpret and apply rules, regulations and policies governing record-keeping, student tracking, and privacy.

Establish and maintain effective relations with community agencies, administrators, faculty, staff, and the public.

Communicate clearly and effectively orally and in writing.

Read, understand, analyze, and apply complex written materials.

Prepare clear and concise written and oral reports.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited college or university with at least 18 semester units of coursework in one of the following areas of emphasis: Business Administration, Health and Human Services, Social Work, Psychology, or Education.

Two years of technical work experience in a federally funded employment and training program or related field.

Required License or Certificate:

Possession of a valid class C California driver's license.

Desirable:

Master's degree from an accredited college or university with an emphasis in Public Administration, Business Administration, Social Work, Counseling or Higher Education Administration or a related field.

Two years experience supervising a state of federally funded program in a college setting.