SUPERVISOR, WORKFORCE, ECONOMIC DEVELOPMENT AND COMMUNITY PROGRAMS
(Supervisory Position)
(Range 50)

DEFINITION
Under the general direction of the Director of Workforce, Economic Development and Community Programs, oversee Workforce, Economic Development grant planning, implementation and evaluation; provide case management, direct and oversee service to program participants, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS
The Supervisor, Workforce, Economic Development and Community Programs is distinguished by the requirement to develop, oversee, and personally provide services to support program participants.

The supervisor supports student learning outcomes by providing support services that enable students with the tools that will create an educational environment to enhance their learning goals and achieve the ultimate outcome of providing better employment opportunities.

ESSENTIAL FUNCTIONS
• Assist in the implementation of Workforce, Economic Development programs and projects, goals and services;
• Oversee compliance of program policies and regulations;
• Supervise, monitor, and evaluate staff;
• Oversee and ensure timelines and accuracy in writing and developing project plans, grants, and other documents;
• Oversee and ensure timelines and accuracy in the development of reports for program funding and ensure that outcomes and deadlines are met;
• Represent the department and its programs and/or projects in community meetings, conferences, training sessions and other events;
• Implement outreach and recruitment efforts for participants, community partners and employers;
• Develop and implement comprehensive processes related to program participant needs including files, records and database management;
• Explain project services, policies, and procedures to students, staff, other schools, and community agencies;
• Develop and conduct program orientations and workshops;
• Identify initial and ongoing professional development needs for individual programs and program staff;
• Act as liaison with participants, employers, outside agencies, and/or funding entities;
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities
• Perform other related duties as required.

Duties may require the physical ability to:
• Speak effectively before groups of students, employees, and the general public;
• See for the purpose of reading laws and codes, rules and policies, and other printed mater;
• Hear and understand speech at normal levels;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds;
• Manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:
Required
• Bachelor’s degree from an accredited institution

Preferred
• Master’s degree from an accredited institution

Experience:
Required
• Three years experience working with youth services programs/projects;

Preferred
• Project management and/or program administration

Or any equivalent combination of education and experience.

Knowledge of:
• Governmental and community resources serving the needs of targeted populations;
• Academic, vocational and career opportunities and services offered by Cuesta College;
• Grant funded project regulations;
• Write reports, correspondence, and procedures.

Additional Requirements:
• Provide own transportation and travel countywide.

License and Certificates (current within the last year):
Required
• Valid Driver's License (ability to obtain California license upon hire.)

Board of Trustees Approval: 05/06/2009