CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Coordinator of CalWORKs Services

DATE APPROVED: 12/09/98

GRADE: 13 (Management Salary Schedule) Revised: 7/27/06

DEFINITION

Under the supervision of the Dean of Student Support Services, directs the CalWORKS program, including, administer budgets; coordinate with college instructional programs; acts as liaison with college offices including Counseling Services, Admissions and Records, Financial Aid, Career and Assessment Services and other support services; coordinate with Los Angeles County Department of Public Social Services and other appropriate agencies; and work directly with CalWORKS students including management of individual cases, provide educational and career planning, and provide motivational classes for job preparation.

REPRESENTATIVE DUTIES

1. Provide leadership in budget administration.

2. Serve as a liaison with local businesses, community groups and agencies; assess clients' needs and interests to develop pre-employment and retraining programs.

3. Represent Cerritos College with businesses, governmental agencies, other colleges, and local groups for program development.

4. Support instructors and staff in the development and delivery of credit and non-credit training curriculum.

5. Maintain and provide access to budget, records, files, reports, and resource materials pertinent to the department's functions.

6. Maintain effective communication and working relationships with personnel in statewide and county offices to ensure program and budgetary compliance.

7. Coordinate with the County and other agencies in a timely and efficient manner to meet designated timelines and submission requirements.

8. Lead, plan, organize, supervise, manage, and evaluate all elements of the assigned department.

9. Anticipate, prevent, and resolve problems and conflicts under areas of supervision.

10. Provide advice, and leadership as directed in the development of policies and procedures applicable to the functions and purposes of the department.
11. Assist in the recommendation for selection of applicants for employment in the department.

12. Perform other related duties as assigned.

QUALIFICATIONS

**Required:**

1. Minimum of a Master's degree from an accredited college or university.

2. Minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment.

3. Demonstrated effectiveness in leading and motivating faculty and staff collaboratively in a collegial and shared governance environment.

4. Ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibility.

5. Ability to supervise others, and to organize and carry through on assignments/projects.

6. Ability to establish and maintain effective working relationships with students, faculty, staff, and the community.

7. Knowledge of current principles, trends, research and developments in areas of responsibility.

8. Understanding of and commitment to the philosophy and mission of community colleges.

9. Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

**Preferred:**

1. Experience in: Student financial assistance, budget management, state and/or federal government offices and regulations; cross-cultural counseling; working with historically underrepresented groups; educational planning; family and personal counseling; and/or other related experience.

WORK CONDITIONS

Will be required to drive to offsite locations periodically.