

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

PROGRAM ADMINISTRATOR-ONE STOP

DEFINITION

Under general direction of the Superintendent, administers operation of facilities and Workforce Investment Act programs; community liaison for Yuba County Office of Education; provides supervision, leadership and coordination between programs while supporting relationships with partner agencies and community.

DUTIES AND RESPONSIBILITIES

Coordinates, plans, organizes, directs, evaluates, and provides leadership for the assigned areas of the One-Stop program, services, and staff; develops and monitors budgets in all programs to ensure sound fiscal planning and practices; establishes and maintains procedures and policies for programs and staff; evaluates personnel per procedures; monitors program performance in concert with performance guidelines and contractual commitments; promotes One-Stop programs within the community; maintains a working relationship with public service providers, such as the Department of Welfare, Department of Rehabilitation and the Workforce Investment Board, and acts as a liaison with community partners and agencies; secures, implements and maintains contracts from other service agencies to provide job training instruction and other related services for students and adults resulting in direct entry into employment; works with industry and business in assessing employment needs of county employers; coordinates youth services with all Yuba County secondary school programs; keeps informed of current and proposed legislation, both state and federal, affecting One-Stop programs; pursues all areas of appropriate funds such as federal and state grants to support the activities of the One-Stop; identifies and provides in-service opportunities that will meet the needs of both certificated and classified staff that best assures the highest quality of program services; serves as employment and training resource to district personnel on career education; plans and promotes One Stop Business Center operations; provides and maintains up-to-date and appropriate technology in all programs; represents YCOE and participates in local, regional and state planning activities, meetings, and conferences as required and appropriate; serves as the main contact for all Rapid Response activities to local employers who are downsizing and/or closing their facility, this includes informational meeting for the employer and employees; coordination of meetings with Rapid Response teams; serves on the Yuba County Office of Education leadership team; liaison between County Office and the community including Beale Air Force Base; coordinates all community events for participation of the Yuba County Office of Education; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree from four-year College or University in job related field or five years related experience and/or training, or equivalent combination of education and experience.

Knowledge

Knowledge of workforce development services and activities, specifically those funded by Workforce Investment Act and Wagner Peyser legislation; One Stop Career Center system; current social, political and economic trends and operating problems of an educational institution; regional labor market, local hiring trends, and major employers. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of budget preparation and administration; research and reporting methods, techniques and administration.

Skills and Ability

Ability to supervise and motivate staff to achieve goals; analyze and use data to meet goals; work effectively in collaboration with diverse groups of people. Interpret and apply County Office policies, procedures, laws, and regulations; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; analyze problems, identify alternative solutions, project consequences of proposed actions. Communicate clearly and concisely both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work including Board of Education members and other elected officials, community groups, and the general public. Must be computer literate and proficient in Microsoft Office and PowerPoint. Must have excellent organizational skills

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid California Driver's License

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05/18/12