

# **IMPERIAL VALLEY COLLEGE**

## **Economic and Workforce Development Coordinator**

### **BASIC FUNCTION:**

Under the direction of a Dean or Director, provide complex administrative support to the head of a major division; plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility; perform a variety of technical and accounting duties in the preparation, maintenance, and review of financial records, compliance, and reports for special projects and grants as related to economic and workforce development.

### **REPRESENTATIVE DUTIES:**

Provide professional-level technical and administrative support for career and technical education and economic and workforce development.

Prepare a variety of administrative reports; consult with District staff and outside agencies to obtain, compile, and present data.

Assist in the preparation of special project development and grant applications related to career technical education and economic and workforce development and managed by the division office.

Collect and compile difficult and complex statistical and financial data and other narrative information from a variety of sources for inclusion into economic and workforce development special project/grant applications and reports managed by the division office.

Research policies, procedures, and changing business practices and processes pertinent to economic development initiatives and career and technical education trends, as deemed necessary by the division administrator.

Participate in the development and maintenance of handbooks, forms, and policies and procedures related to economic and workforce development; maintain career and technical education program advisory committee handbook and related information.

Plan, organize, and perform a variety of accounting and budgeting functions for the division office; coordinate expenditures for services and supplies relating to career and technical education special projects/grants managed by the division.

Develop, implement, and monitor purchasing procedures for special projects/grants; review program expenditure requests for compliance with rules and regulations.

Prepare reports for various governmental agencies and grantors related to economic and workforce development/career and technical education special projects/grants.

Participate in the planning, coordination, and administration of professional development and other activities pertinent to economic and workforce development.

Assist in processing career and technical education programs for regional approval; solicit and consolidate local and regional input on career and technical education initiatives.

Coordinate apprenticeship program activities; manage apprenticeship program budget; research and review State apportionment reports; create and submit reports to appropriate campus and State agencies; calculate payments to Program Sponsor; communicate with Program Sponsor Employee Training Center for related issues.

Coordinate on and off campus outreach events and activities to encourage and stimulate interest in career and technical education.

Distribute and post career and job opportunity information as it becomes available, and when deemed applicable.

Assist in facilitating the two-year program review for occupational programs as required by California Education Code.

Organize and manage the day-to-day activities of the administrator's office to assure efficient and effective office operations; coordinate communications; perform complex duties to relieve the administrator of detail.

Provide information and answer questions from students, District personnel, and the general public regarding District programs, policies, procedures, and regulations.

Maintain a variety of complex files and records; maintain budget and other financial records; record expenditures, transfer funds, and maintain current account balances.

Make decisions in accordance with laws and regulations and apply them to problem situations; receive and resolve complaints.

Compile information and data for reports and assist in the preparation of financial, accounting, statistical and narrative reports; prepare and maintain audit files; conduct research as required.

Inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel.

Maintain confidentiality of records and information, including information regarding Board, District, personnel, student, or controversial matters.

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public.

Train and provide work direction and guidance to others as assigned; coordinate office workflow to assure the proper and timely completion of work.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws. Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Public relations techniques.

### **ABILITY TO:**

- Learn the organization, policies, and procedures of an assigned area of education administration quickly.
- Perform mathematical/accounting/financial/budget calculations.
- Plan, organize, coordinate, and participate in clerical operations specific to the administrator's assigned areas of responsible.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Operate an electronic keyboard at 60 words net per minute from clear copy.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Operate a variety of office equipment such as microcomputers, calculators, and copiers.
- Make arrangements for meetings and conferences.
- Train and provide work direction to others.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in Business or a related field and three years increasingly responsible coordinator or administrative experience.

## **WORKING CONDITIONS:**

Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with students, academic and classified staff and the public and noise from office equipment operation.

## **PHYSICAL DEMANDS:**

Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds.