

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, CalWORKs Program	Management Team Categorical Supervisory	Range: 11.5	Days: 224

JOB DESCRIPTION:

Under direction, directs CalWORKs, and has the principal management responsibility for developing programs and services for students in response to national welfare reform and related workforce development initiatives for Santa Rosa Junior College's CalWORKs Program.

SCOPE:

The Director, CalWORKs Program is responsible for the supervision and administration of all aspects of the college-wide CalWORKs Program.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Prepares grant proposals, contracts, program plans and budgets for the CalWORKs Program.
2. Directs and authorizes the use of categorical and district funds within the CalWORKs Program; ensures compliance with all contract provisions and funding requirements; prepares for fiscal monitoring and program quality reviews; prepares appropriate reports.
3. Maintains currency and interprets relevant laws, regulations, policies, procedures and pending legislation.
4. Develops and maintains standardized procedures and protocols for all program function.
5. Oversees multiple areas of CalWORKs services including Academic Counseling, Advising, Employment Services, CalWORKs Study, Post-Employment Services, Voucher Child Care Services, and off-campus Basic Computer Literacy workshops.
6. Initiates goals and objectives for the program consistent with the college's mission; leads program planning and evaluation efforts.
7. Collaborates with Sonoma County Human Services Department, Employment and Training Division staff and other agency partners; represents the College in planning and coordination efforts.
8. Provides leadership in developing a flexible program model that responds to the needs of the TANF population and those transitioning off of aid.
9. Develops and maintains partnerships with departments and programs throughout the District, such as Counseling, Cooperative Work Experience, Student Employment, ESL, College Skills/Tutorial, EOPS/CARE, Child Development and Financial Aid to facilitate the delivery of quality services to students in the program.

DIRECTOR, CALWORKS PROGRAM

10. Supervises program staff.
11. Represents and promotes the College at regional and State conferences, and meetings pertaining to CalWORKs and welfare reform.

KNOWLEDGE OF:

1. Principles and practices of organization, administration, budgeting, and personnel management and training.
2. Federal, state and local laws and regulations governing welfare reform.

ABILITY TO:

1. Manage and direct a complex program.
2. Make independent decisions.
3. Organize and prioritize program needs.
4. Solve complex problems.
5. Communicate effectively both verbally and in writing.
6. Establish and maintain cooperative working relationships with personnel in government and community-based organizations, and within the community college system.
7. Demonstrate sensitivity to the educational and employment needs of students on public assistance.
8. Perform consistently under pressure of deadlines and other administrative demands.
9. Demonstrate strong fiscal management skills.
10. Analyze statistical data.
11. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree is required.

Experience:

Demonstrated recent professional experience in a complex managerial position. Demonstrated sensitivity to diverse academic, socio-economic, cultural, disabilities and ethnic backgrounds of college students.

DIRECTOR, CALWORKS PROGRAM

SUPERVISION RECEIVED:

The Director, CalWORKs Program, reports to the Dean, Workforce and Economic Development.

SUPERVISION EXERCISED:

The Director, CalWORKs program supervises all program staff which may include faculty, classified, STNC and student employees.

Board Approved: July 16, 2008