



SJCOE
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Job Description

POSITION TITLE:	Temporary Apprenticeship Specialist	#4033
	Greater Valley Conservation Corps (GVCC)	
	County Operated Schools and Programs (COSP)	

SALARY PLACEMENT:	Short Term Employee Hourly Salary Schedule
	Range K, Step 2

SUMMARY OF POSITION:

Under the general direction of the Greater Valley Conservation Corps Director II, the GVCC Apprenticeship Specialist independently performs a variety of duties related to implementing the SFPUC grant and placement of program participant graduates into apprenticeship programs. Serve as the liaison between county office of education, registered apprenticeship programs, and other granting agencies. Recruit, enroll, facilitate, and assist in supervision of Tuolumne County Collaborative members. Ensure full compliance with grant requirements for the Tuolumne County Collaborative Program. Facilitate leadership and community service-learning components of the program. Maintain detailed documentation of grant deliverables. Write monthly, quarterly, or annual reports as required by the grant. Attend partner meetings and trainings required by the granting agency.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or equivalent education, training, or experience that demonstrates an expertise in working with educational organizations, registered apprenticeship programs, and/or business and industry in the construction field. Experience working with educational agencies, registered apprenticeship programs, school districts, colleges, and the community.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with educational agencies, registered apprenticeship programs, school districts, colleges, and the community. Three years of experience working in youth development and community service, with at least two years in a school or similar setting. Understanding of Apprenticeships. Experience implementing complex workforce development programs; maintaining compliance with federal and state guidelines, writing reports, and monitoring budgets, and developing and maintaining partnerships with business, unions, industry, and community-based organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software and grant-related information systems

Ability to:

- manage The Tuolumne County Collaborative program, including outreach, recruitment, required background checks, orientation, tracking of community service hours and education awards
- coordinate and supervise community service projects and events, including occasional after hours and on weekends
- supervise, lead, support and evaluate program participants
- support, guide, and mentor program participants to appropriate apprenticeship programs
- develop and maintain relationships with program partners
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out policies and procedures
- operate a computer
- be flexible based on program needs
- manage and interpret data to achieve maximum performance outcomes
- oversee and manage budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, unions, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate program participants.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Work within and monitor set budget.
13. Organize and manage implementation of the Tuolumne County Collaborative program; monitor daily operations to ensure full program compliance with grant requirements.
14. Serve as liaison and main point of contact between county office of education and corresponding granting agencies.
15. Attend required meetings and trainings of granting agency.
16. Recruit, enroll, support, and supervise Tuolumne County Collaborative members.
17. Create and maintain Tuolumne County Collaborative member files, including tracking service hours of members and volunteer hours.
18. Organize and supervise community service activities, leadership development, any volunteer or activities as needed.
19. Enter data into grant information systems, analyze performance, and write required quarterly and annual performance reports.
20. Participate in evaluation, research, and outreach efforts as part of the grant evaluation process.
21. Work with program partners to organize tours, specialized training programs, and assist program graduates to follow through to meet apprenticeship program criteria.
22. Develop systems to improve program operations, coordination and collaboration among staff and partners.
23. Write grants to support continuance of Tuolumne County Collaborative program.
24. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Work effectively with tools in confined spaces and in inclement weather.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

