



Job Description

POSITION TITLE:	Coordinator I	#6208
	Greater Valley Conservation Corps (GVCC)	
	County Operated Schools and Programs (COSP)	
SALARY PLACEMENT:	Management Salary Schedule	
	Range 11	

SUMMARY OF POSITION:

Under the direction of the Director II, the GVCC Coordinator I performs a variety of complex budget and accounting duties in addition to the oversight for GVCC's natural resource, recycling division, Division of Juvenile Justice (DJJ) program and additional grants assigned. Write and prepare monthly, quarterly, or annual reports as required by the grant, attend meetings and trainings required by the granting agency aids in the preparation and maintenance of budgets, position control, financial reports, and accounting records, works closely with local, state and federal agencies. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Experience of a related nature may be substituted for degree requirement. Experience working with a local Conservation Corps.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two year's experience demonstrating increased responsibilities of detailed budget/accounting, financial analysis and reporting experience implementing complex workforce development programs, writing reports managing budgets, developing and maintaining partnerships with businesses industries Human Resources and community-based organizations. Experience working in a county office of education or school district.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Knowledge of local Conservation Corps program, grants and operations. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish one's own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the California Education Code and other laws and regulations pertaining to school finance requirements. Knowledge of California School Accounting Manual; school finance formulas; accounting procedures; local Conservation Corps grants programs essential functions and audit processes. Ability to clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level. Ability to structure tasks, establish priorities and set goals. Demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
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 SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge of 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. Oversee and manage budgets.
13. Serve as liaison between education institutions, business departments grantees and outside agencies.
14. Perform highly specialized budget/accounting functions.
15. Facilitate bi-weekly and monthly meetings with appropriate GVCC staff.
16. Meet with partners, assist with writing and editing proposal and grants draft cost estimates for new and existing projects.
17. Performs 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/typewriter, 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 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors 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.