



**SJCOE**  
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## Job Description

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<b>POSITION TITLE:</b>	<b>Project Liaison I Sonora Greater Valley Conservation Corps (GVCC) County Operated Schools and Programs (COSP)</b>	<b>#6209</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 1</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Director II of the Greater Valley Conservation Corps, the Project Liaison I will oversee GVCC's Sonora Satellite programs Natural Resource, Recycling, SFPUC job training program and other grant programs as assigned. Daily task may include but not limited to; track/implement and oversee GVCC's corpmember development program i.e. set up the modules, lesson plans, prepare reports and progress, set up daily work schedules. Manage hiring processes of all new corpmembers and staff, represent GVCC's at job fairs, community events, schools, colleges, and work with multiple hiring entities. Attend events on behalf of GVCC's i.e. state and local meetings as assigned, meet with sponsors to ensure quality control.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Associates of Arts Degree. Experience of a related nature may be substituted for degree requirement. Experience working with a local conservation corps, job training programs, and/or environmental business/industry.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of experience working in a supervisory or management level capacity in environmental services. Possess a Bachelor's Degree. Previous experience working with grants.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software

Ability to:

- supervise, evaluate, and train staff
- operate a computer
- be flexible based on program needs
- follow policies and procedures
- 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

Possess:

- leadership and management skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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 own transportation as required to fulfill job duties.

**DISTINGUISHING CHARACTERISTICS:**

The Project Liaison series represents management-level positions and has two levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with 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/GVCC 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. Oversee and manage budgets.
13. Monitor corpsmembers daily calendars.
14. Manage and oversee hiring processes of all new corpsmembers and monitor application process.
15. Lead bi-weekly and monthly meetings with Sonora GVCC's staff.
16. Meet with sponsors and assist in writing and editing proposals, draft, contracts Memorandums of Understanding for new and existing recycling and natural resources clients and events.
17. Update GVCC software regarding daily absences and incidents.
18. Provide oversight to all aspects of the SFPUC grant program.
19. 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 50 pounds to waist height.

**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.