

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Operations Specialist II – Career Education

BASIC FUNCTION:

Under the direction of the Director of Career Education, this position will coordinate Career Education projects; work closely with program staff and community partners in project planning, implementation, budget, and resource management necessary to accomplish program goals and objectives, and quality standards. This position will also assure contract compliance with local, state, and federal regulations, policies, and timelines.

ESSENTIAL / REPRESENTATIVE DUTIES:

Assist the Director in managing countywide and regional career education and workforce development projects.

Provide technical assistance and support to grantees as needed

Participate in meetings, conferences, and workshops within the community to remain updated on the most recent research and best practices, aiding in bridging theory and practice for our partners in the field.

Leverage and collaborate with other established regional networks of programs aimed at aiding LEAs and collaborative teams in enhancing student access to learning opportunities and experiential learning.

Advance programs, projects, and grant efforts focused on establishing and improving education and training pathways by organizing, tracking, and managing data. Utilize diverse platforms to draft, update, report, and communicate various narrative and statistical reports, records, and files related to contracts, grant applications, work plan activities, and expenditures.

Manage, monitor, and evaluate services for career education and workforce development programs provided to agency partners (e.g. educational and/or non-profit organizations).

Coordinate and facilitate professional development, meetings, and special projects for project efforts; assess professional development needs to fulfill all aspects of contracts, grants.

Communicate with administrators, school district personnel, partner agencies, and other stakeholders to coordinate activities and programs, resolve issues and conflicts, and facilitate the exchange of information.

Establish and maintain cooperative and effective working relationships with others; serve as a liaison between the department and agency partners and other key stakeholders.

Remain current on applicable local, state, and federal regulations and policies related to programs and projects, such as California Adult Education Program, America's Job Center of California (AJCC), California Division of Apprenticeship Standards, Career Technical Education Incentive Grant (CTEIG), K12 Strong Workforce Program, and other initiatives and grant projects aimed at establishing and enhancing education and training pathways.

Assure agreements, activities, and projects comply with applicable local, state, and federal regulations, policies and timelines; identify compliance issues and problems and assist with resolution.

Collaborate with community partners, districts, and other essential stakeholders to organize activities associated with program evaluation. This involves preparing program data received from both internal and external sources.

Collaborate with the VCOE Business Office and other essential stakeholders to draft, update, and report on a range of narrative and statistical reports, records, and files concerning contracts, grant applications, work plan activities, and expenditures. Ensure adherence to relevant state and federal codes, rules, laws, and regulations.

Support all grant-related activities, encompassing planning, writing, program design, budget development, and project evaluation. Additionally, assist with communication, planning, coordination, facilitation, and promotion of grant activities.

Collaborate with key stakeholders to facilitate the design and implementation of outreach efforts for career education and workforce development projects.

Assist with general administrative duties as directed.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Ventura County Adult Education Consortium, partner agencies;
- Workforce needs and agencies supporting workforce development in Ventura County;
- Design and delivery of effective services related to career education programs;
- Local, state and federal regulations, funding and policy related to career education and workforce development;
- Principles of accounting for grant and contract management;
- Ventura County Office of Education organization, operations, policies, goals and objectives;
- Interpersonal skills to include collaboration, teambuilding, and decision-making; and
- Oral and written communication skills.

Adult learning theory;

Data management and analysis skills;
Knowledge of technical aspects of field of specialty;
Understanding of operations, policies, and objectives relating to personnel activities;
Common office clerical terminology, skills, and practices;
Record-keeping techniques, filing systems and information management;
Interpersonal skills using tact, patience, and courtesy;
Word processing, database, graphics, and other software applications used by the department or VCOE;
Telephone techniques and etiquette;
Oral and written communication skills;
Public speaking and presentations;
Basic research methods; and
Basic principles of training and providing work direction.

ABILITY TO:

Plan, organize, and coordinate activities to implement the overall scope of the department projects;
Prioritize and schedule work;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Meet schedules and time timelines;
Work independently with little direction;
Prepare comprehensive narrative reports;
Prepare and deliver oral presentations;
Maintain the Career Education department databases and a variety of narrative and resource materials;
and
Establish and maintain cooperative and effective working relationships with others.

Work effectively with adult learners;
Advise, consult, and implement strategies related to high quality development for after school programs;
Manage communication networks;
Excellent written and oral communication skills;
Excellent listening and interpersonal skills;
Strong customer-service orientation;
Ability to communicate ideas in both technical and user-friendly language;
Highly self-motivated and directed;
Ability to effectively prioritize and execute tasks in a high-pressure environment;
Experience working in a team-oriented, collaborative environment;
Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
Facilitate meetings effectively;
Work with groups of people with divergent viewpoints and resolve conflicts to achieve consensus;
Collaborate harmoniously and effectively with administrators, staff members, families, and community members;
Demonstrate highest standards of integrity, honesty, ethics, confidentiality, and professionalism;
Stay abreast of current trends, innovations, and practices in education;

Analyze situations accurately and adopt an effective course of action;
Prepare comprehensive narrative and statistical reports;
Utilize technology for the administration of budgets and reports, communicate effectively and present materials and information to others;
Learn software and programs used by VCOE;
Understand and resolve issues, complaints or problems;
Answer telephones and greet visitors and the public courteously;
Learn terminology of program or department;
Use proper English and make arithmetic calculations rapidly and accurately;
Communicate effectively both orally and in writing;
Compose correspondence and written materials independently;
Plan and organize work;
Understand and follow oral and written directions;
Perform duties effectively with interruptions;
Operate office machines, including computer equipment and specified software; and
Work independently and confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a bachelor's degree AND a minimum of 5 years' experience in project management.

LICENSES AND OTHER REQUIREMENTS:

Bilingual and Biliterate - Preferred
Requires a valid California driver's license.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 40 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical

reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees typically work in an office environment that is fast paced with high pressure. Subject to driving your personal automobile to conduct work. Occasional evening and weekend work to meet deadlines. Physically able to participate in training sessions, presentations, and meetings. Some travel may be required for the purpose of offsite software and system applications management

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly. Should an applicant require reasonable accommodation, the Ventura County of Education will consider that upon request.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.