



Job Description

POSITION TITLE: Program Manager II #6156
Greater Valley Conservation Corps (GVCC)
County Operated Schools and Programs

SALARY PLACEMENT: Management Salary Schedule
Range 9

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and experience that demonstrates an expertise in working with a local conservation corps, educational organizations and/or environmental business/industry. Two years of experience working in a management level capacity with a conservation corps or equivalent.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of experience working in a supervisory or management level capacity. Possess Master's Degree. Experience working with a conservation corps, implementing complex workforce development programs, writing reports managing budgets, developing and maintaining partnerships with businesses industries Human Resources and community-based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to delegate and hold accountable those responsible for carrying out policies and procedures. Ability to create and follow policies and procedures. 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 own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

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 Program Manager series represents management-level positions and has three levels.

SUMMARY OF POSITION:

Under the direction of the Director of the Greater Valley Conservation Corps (GVCC), oversee program scheduling and development of GVCC's natural resource and recycling division; track/implement and oversee GVCC's corpsmember development programs, i.e. Corps to Career, Corpsmember Advisory Board (CAB), set up the modules, schedules, lesson plans, report progress outcomes and placements statistics. Manage and oversee hiring process of all new corpsmembers, staff at all GVCC locations; represent, set up and or delegate GVCC staff members at job fairs, community events, schools, colleges, work with multiple hiring entities for best practices and placement opportunities. Write and prepare monthly, quarterly, or annual reports as required by the grant, attend meetings and trainings required by the granting agency. Oversee GVCC's social media program.

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 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. Serve as liaison between education institutions and outside agencies.
14. Monitor corpsmembers schedules and annual calendars.
15. Manage and oversee GVCC Corps to Career program and Corpsmember Advisory Board (CAB), plan and lead college and industry tours.
16. Develop and execute post-secondary and employment transition for exiting corpsmembers.
17. Manage and oversee hiring processes of all new corpsmembers and monitor application process.
18. Facilitate bi-weekly and monthly meetings with GVCC staff.
19. Meet with partners, assist in writing and editing proposals, draft Memorandums of Understanding for new and existing projects.
20. Update and monitor GVCC software, and social media programs.
21. 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 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.