



Job Description

POSITION TITLE: Project Leader III #6103
WorkStartYES
County Operated Schools & Programs

SALARY PLACEMENT: Range 7
Management Salary Schedule

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or experience that demonstrates expertise in working with youth development and community organizations.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three year's experience working in a school, county office or youth development setting. Certificate of Completion for Career Development Facilitator's training. Experience working in a career development setting as a career development supervisor, career development facilitator, career center technician, career coach, or case manager.

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 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:

Knowledge of administering workforce development programs and Workforce Investment Act/Workforce Innovation and Opportunity Act (WIA/WIOA) youth programs.

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents management-level positions and has three levels.

SUMMARY OF POSITION:

Under direct supervision of the Assistant Superintendent of County Operated Schools and Programs, the Project Leader III will coordinate education and employment services for eligible Workforce Investment Act/Workforce Innovation and Opportunity Act (WIA/WIOA) youth to ensure compliance and meet program measures. The Project Leader III will write grants for program and student incentive funding.

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. 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.
4. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
 5. Communicate effectively both orally and in writing.
 6. Analyze situations accurately and adopt an effective course of action.
 7. Establish and maintain cooperative and effective working relationships with others.
 8. Work independently with little direction.
 9. Supervise and evaluate staff.
 10. Meet schedules and time lines.
 11. Prepare reports as needed for program.
 12. Develop case management policies and procedures.
 13. Develop WorkStartYES office procedures
 14. Develop program materials; curriculum outreach/recruitment, case management, etc.
 15. Ensure all aspects of WorkStartYES are in compliance with Workforce Investment Act/Workforce Innovation and Opportunity Act (WIA/WIOA).
 16. Prepare client files for auditing/monitoring
 17. Oversee and manage budgets.
 18. 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 25 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.