

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DIRECTOR OF CALWORKS

Salary Range 31

BASIC FUNCTION:

Under the direction of the Dean of Student Services provides a variety of District administrative duties in support of the CalWorks/TANF Plan, which includes developing an annual CalWorks/TANF Plan, the operation of the CalWorks/TANF plan and the management and operation of CalWorks Program and Budget; performs other related duties as may be assigned

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Prepares the CalWorks/TANF plan on an annual basis. (E)
- Develops the CalWorks/TANF budget. (E)
- Analyzes, interprets, and implements the Cal Works legislation AB 1542 and related legislation, regulations, and policies. (E)
- Develops and provides in service training for all CalWorks staff for each component. (E)
- Supervises, coordinates, and directs the daily work activities of the following Cal Works classes; Cal Works Technicians, Educational Advisor, and other support staff as needed. (E)
- Meets with Department of Social Services Administration and staff as required. (E)
- Participates on a variety of internal and external committees. (E)
- Prepares variety of report for the Chancellor's office as required. (E)
- Monitor expenditures to ensure compliance with the plan and criteria for the utilization of funds. (E)
- Monitors variety of databases to track students with variables that serve as back up for state audits. (E)
- Collaborates with instructional administrators in developing, selecting and scheduling training courses/programs with emphasis on short-term open entry and open exit courses and career ladders. (E)
- Attends meetings, workshops, and conferences to maintain current knowledge of CalWorks and college issues. (E)
- Provides CalWorks Program directions to counselor and adjunct counselors. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation with a Bachelor's degree and three years experience involving frequent public contact and including at least one year of experience in a lead or supervisory capacity.

KNOWLEDGE OF:

Knowledge of modern office practices and technology.
Proper English usage, grammar, punctuation and spelling.
Business letter writing and report writing.

ABILITY TO:

Provide administrative support to the Dean of Student Services.
Work cooperatively and maintain positive working relationships.
Maintain confidentiality in all matters as appropriate.
Learn, interpret and apply rules, policies and procedures.
Plan, organize and prioritize daily assignments and work activities.
Communicate effectively in written and oral form.

Deal tactfully and effectively with students, clients, vendors, co-workers, other departmental staff and the general public.

Maintain accurate and well-organized records.

Use computers for data and word processing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Supervise and direct the activities of CalWorks technicians, an educational advisor, student workers, and others as required.

CONTACTS: Co-workers, other departmental staff, Los Angeles County DPSS, outside agencies, other community colleges, students and the general public.

PHYSICAL EFFORT: Normal office environment.

WORKING CONDITIONS: Normal office environment.