

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VOCATIONAL EDUCATION SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean of Economic Development & Customized Training, perform a variety of grant activities to ensure program compliance with federal and state requirements concerning vocational education, VTEA, Tech Prep, ROP, and associated grant funding; monitor VTEA and Tech Prep Grant financial and statistical records; and monitor project goals, objectives, and timelines.

REPRESENTATIVE DUTIES:

Perform budget accounting duties for VTEA and Tech Prep grant projects; set up and monitor account activities including transferring funds, expenditures, and reporting of grant fiscal activities as required including quarterly and end-year.

Assume responsibility for assessing statewide data toward vocational education funding levels; perform research/data collection activities as necessary for obtaining maximum funding levels for vocational education programs.

Coordinate, develop, prepare, package, and mail grant and/or renewal applications as well as mid/final performance reports within required timelines; assume responsibility for seeking other grant funding opportunities to continue and expand grant related activities and initiatives.

Monitor budgetary and grant activity timelines; review and verify reports, records, and other material for accuracy, completeness, and conformity with established standards.

Provide support to vocational advisory committees including to prepare and maintain membership list, prepare agendas, schedule meetings, take minutes, and distribute program information to members of the advisory committees; draft, prepare, and distribute correspondence related to the VTEA and other vocational programs.

Provide program and technical information related to vocational education students, special populations, and other information.

Communicate with state personnel, regional consortium members, and internal college staff and administrators in relation to obtaining updates and development information on program activities.

Provide clerical support for services including in-service leave forms, travel advances, travel claim forms, registration travel applications and others; make travel reservations according to established procedures.

Process requisitions for supplies, equipment, software, and other supplies and materials; process stock requests, budget transfer requests, facilities use requests and others as needed.

Operate a variety of standard office equipment including a computer terminal, associated peripherals, and scanner.

Provide work direction to student workers as needed for efficient administration of grant projects.

Perform related duties and responsibilities as required.

Vocational Education Specialist - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of financial and statistical record-keeping.
Goals and objectives of a college Vocational Education department.
Administrative, secretarial, and clerical practices and procedures.
Records management techniques and procedures.
Principles and procedures of record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
Basic public relations techniques and procedures.
Letter and report writing techniques.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:

Perform responsible accounting duties related to the establishment and maintenance of Vocational Education financial and statistical records.
Perform responsible and varied monitoring duties as necessary for effective administration of grants.
Perform responsible and varied programmatic and administrative support duties involving the use of independent judgment and personal initiative.
Relieve the supervisor of routine administrative and office details.
Plan and organize work.
Understand, interpret, apply, and explain pertinent policies, procedures, rules, and regulations and apply them with good judgment.
Compile and maintain accurate and complete records and files.
Assemble data and prepare reports.
Compose correspondence independently.
Post data and make arithmetical calculations quickly and accurately.
Compare names and numbers rapidly and accurately.
Operate a variety of office equipment including a computer and applicable software applications.
Plan and organize work to meet schedules and time lines.
Work independently in the absence of supervision.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in bookkeeping or accounting and three years of responsible administrative and secretarial support experience in a college vocational education office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Vocational Education Specialist - Continued

Hearing and speaking to exchange information on the telephone or in person.
Sitting or standing for extended periods of time.
Seeing to read and verify data and prepare various materials.
Reaching to retrieve and file records.

Modified: December, 2004

Johnson & Associates