

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

### **CLEAN ENERGY WORKFORCE TRAINING ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This is a part-time, non-benefitted, categorically funded position and is contingent upon the availability of funds and "life of the grant".*

#### **SUMMARY DESCRIPTION**

Under general supervision, provides a variety of technical assistance for the SBCCD Clean Energy Workforce Training grant, coordinates, and manages off-site workforce trainings; serves as a liaison between the grant requirements and the general public, students, staff, and other community officials and groups; performs a variety of technical and program support duties in support of the Clean Energy Workforce Training program and monthly reporting using the federal Job Training Automation (JTA) system ensuring grant compliance with the Recovery Act and the Workforce Investment Act (WIA) requirements.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assists with coordination of the delivery and operation of seminars, workshops, and customized offsite workforce training programs offered.
2. Coordinates the offsite registration, account management, administrative paperwork, and scheduling of instructors and facilities to deliver the required instruction.
3. Oversees the maintenance of accurate financial records.
4. Prepares reports to the state and federal government using the Job Training Automation (JTA) system.
5. Provides support, guidance, and direct involvement with the procurement and contract requirements of the Clean Energy Workforce Training grant.
6. Ensures contracts are in compliance with the federal Recovery Act and the Workforce Investment Act.
7. Assists, coordinates, organizes, and directs the work activities with the contracted training program.
8. Tracks and monitors training participants at multiple off-site locations throughout San Bernardino County.
9. Performs related duties as required.

#### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

Operational characteristics, services, and activities of the Training Center, the Recovery Act and Workforce Investment Act.

Goals and objectives of the Clean Energy Workforce Training grant.

Principles and practices of program coordination in a public or private sector organizational environment.

General principles, practices, and procedures of business administration and public administration.

Pertinent federal, state, and local laws, codes, and regulations that relate to the federal Workforce Investment Act.

Office procedures, methods, and equipment including computers and applicable software applications such as e-mail, internet applications, presentations, word processing, spreadsheets, and databases; including the State Job Training Automation (JTA) system.

Principles, practices, and procedures of business letter writing, contracting and procurement.

Information and research resources available related to grant management.

Principles, practices, and procedures of report preparation.

Principles and procedures of record keeping and filing.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

District organization, operations, policies, and objectives.

### **Ability to:**

Work with diverse client populations while displaying effective customer service skills.

Organize training programs and grants.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Participate in the coordination of the Clean Energy Workforce Training grant.

Prepare a variety of clear and concise reports.

Compose and prepare correspondence and memoranda.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications, including the State Job Training Automation (JTA) system.

Work independently and effectively in the absence of supervision.

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 Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, bookkeeping, information technology, training, economic development, or a related field. Some college level course work is desirable.

### **Experience:**

Two years experience in workforce training programs, including familiarity with and/or experience in the State Job Training Automation system.

### **License or Certificate:**

1. Possession of a valid California driver's license and good driving record.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Range: 34

Board Approved: January 2010

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