



## **ECONOMIC AND WORKFORCE DEVELOPMENT COORDINATOR**

### **BASIC FUNCTION**

Under the direction of an area administrator, provides complex administrative support to the head of a major division in planning, organizing, coordinating, and actively engaging in clerical operations pertinent to the administrator's designated areas. It involves a range of technical and fiscal responsibilities, including preparing, maintaining, and analyzing financial records, compliance matters, and reports pertaining to special projects and grants.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent in this classification is focused on supporting the planning, organization, and coordination of programs within the Workforce and Economic Development area. The work requires the incumbent to furnish specialized information and support within the college's workforce development initiatives and services. The incumbent acts as the primary liaison for instructional resources and technical services within the department.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Provide technical and administrative support for career and technical education and economic and workforce development, including special projects and grant applications.
2. Collect and compile difficult and complex statistical and financial data and other narrative information from a variety of sources, including consulting with staff and outside agencies to obtain, compile, and present data for inclusion into a variety of administrative and project/grant reports.
3. Research and implement policies, procedures, and changing business practices and processes pertinent to economic development initiatives and career and technical education trends.
4. Assist in the development and maintenance of handbooks, forms, policies and procedures, and related information.

5. Participate in the planning, coordination, and administration of professional development and other activities relevant to the development of faculty, staff, and students.
6. Coordinate workplace program activities, including on campus and off campus outreach events and activities to encourage and stimulate interest in career and technical education.-coordinate meetings just not for outreach for organization.
7. Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations, and the public. Prepare agenda items for meetings; take and transcribe minutes and distribute them to appropriate personnel. Participate in meetings as assigned.
8. Organize and handle the day-to-day activities of the administrator's office to assure efficient and effective office operations. Assures office workflow produces proper and timely completion of work.
9. Assist in budget development and coordination; complete necessary business forms and adhere to established business policies and procedures.
10. Maintain a variety of files and records in a confidential manner.
11. Assist faculty and staff on special projects.
12. Assist in the program review for occupational programs.
13. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- District organization, operations, policies, and objectives.
- Budget, purchasing, monitoring, and reporting.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- State Education Code and other applicable laws, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.

### **Skills and Abilities To:**

- Develop and maintain financial records.
- Plan, organize, and coordinate tasks and activities in assigned area.
- Interpret, apply, and explain rules, regulations, policies, and procedures.

Classification: Economic and Workforce Development Coordinator / Range: 25 / FLSA Status: non-exempt  
Date Last Revised: July 2024/ Date Approved:

- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Problem solve and make decisions.
- Communicate effectively both orally and in writing.
- Train and provide work direction to others.

### **Education and Experience:**

Any combination equivalent to a bachelor's degree in business or related field and three (3) years increasingly responsible experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines. Some evening and weekend work may be required.

### **Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Classification: Economic and Workforce Development Coordinator / Range: 25 / FLSA Status: non-exempt  
Date Last Revised: July 2024/ Date Approved:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.