CLASS TITLE:  CAREER EDUCATION SPECIALIST

SUMMARY DESCRIPTION
Under the direction of the Dean of Workforce Development, Adult and Continuing Education, perform a variety of grant related activities to ensure program compliance with federal and state requirements concerning Career Education and associated grant funding; monitor workforce development grant financial and statistical records; and monitor project goals, objectives, and timelines.

REPRESENTATIVE DUTIES
The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Monitor and analyze grant activities; ensure that Career Education (CE) program areas comply with the federal, state, and local grant regulations in their proposed activities including advisement on any potential over or under expenditures or anomalies; advise senior management regarding necessary budget adjustments and other budgetary issues that may affect grant outcomes. E

Serve as point of contact for school administrators and faculty in the use of the online purchasing system; provide guidance on using the proper object codes when ordering items to ensure alignment with federal, state, and District accounting rules. E

Perform budget accounting duties for a variety of regional, state, and federal workforce development grant projects; set up and monitor account activities including forecasting of salary and benefit costs, budget transfers, journaling of expenditures, audit support, and reporting of grant fiscal activities as required including quarterly and end-year; coordinate with the District’s Financial Services Office in the development of Tentative and Adopted restricted budgets within District procedures and standards of operation. E

Perform research/data collection activities as necessary for obtaining maximum funding levels for CE programs. E

Coordinate, develop, and prepare grant and/or grant renewal applications as well as quarterly/final performance reports and close-out reports (fiscal and program) within required timelines. E

Monitor budgetary and grant activity timelines; investigate the allowability of grant funded purchases; review and verify reports, records, and other material for accuracy, completeness, and conformity with established standards. E

Maintain centralized membership lists, agendas, and minutes for all CE program industry advisory committees. E

Research and provide a variety of data for numerous scenarios and projected activities as well as Career Education program reports; analyze and compile financial data for historical purposes; identify trends in program area spending. E

Communicate with state Chancellor’s Office, regional consortium members, and internal college staff, faculty, and administrators in relation to obtaining updates and development information on program activities and funding sources. E

Process requisitions for supplies, equipment, software, and other supplies and materials; process stock requests, budget transfer requests, facilities use requests, and other requests as needed. E
Operator a variety of standard office equipment including a computer terminal, associated peripherals, and scanner. *E*

Provide work direction to student workers as needed for efficient administration of office and assigned activities. *E*

Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**
- Methods and techniques of financial and statistical record-keeping.
- Goals and objectives of a college Career Education program.
- 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 applications such as word processing, spreadsheets, and databases.
- 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.
- Mathematical principles and procedures.
- Oral and written communication skills.

**Ability to:**
- Perform complex technical accounting duties related to the establishment and maintenance of Career 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 to meet schedules and time lines.
- Meet critical deadlines while working with frequent interruptions.
- 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 computers and supporting word processing, spreadsheet, and database applications.
- 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 support experience in an educational environment.

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 frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; 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.

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

Modified: December, 2004
Johnson & Associates

Revised: January, 2019
Forsberg Consulting Services (Title changed from Vocational Education Specialist)