

FAST TRACK TO WORK PROGRAM MANAGER  
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Fast Track to Work (FTTW) Program Manager is responsible for the leadership, management and administration of the Cabrillo College FTTW program. FTTW provides instructional programs and support services that expeditiously prepare students for entry level employment and career advancement. The FTTW Program Manager administers the FTTW program in accordance with FTTW policies.

The manager maintains active liaison with other Cabrillo College departments, including Admissions and Records, Counseling, Financial Aid, Job Placement, Cooperative Work Experience, Student Affairs and Student Development and works closely with instructional programs and departments that offer Fast Track courses. In addition, the FTTW program manager is the District's liaison with external agencies including the Human Resources Agency (HRA) and the Employment Development Department (EDD). The FTTW program manager also maintains communication with employers and organizations representing employers.

The manager is responsible for ensuring the appropriate delivery of FTTW service modules (including special orientation, counseling, Welfare to Work planning, job placement). The manager ensures appropriate utilization of CalWORKS child care and Fast Track Student Employment funds.

SCOPE

The FTTW Program Manager works under the direct supervision of the Dean of Occupational and Community Development. The FTTW Program Manager participates in the FTTW Steering Committee and the FTTW Student Advisory Committee; and participates in or maintains communication with other school and community groups that have an interest in and may contribute to the success of the FTTW program.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the FTTW program in consultation with the FTTW Steering Committee.
2. Hires, trains, supervises and evaluates assigned staff, including on-site supervision of HRA staff assigned to the college FTTW program.
3. Keeps abreast of Federal, state and local legislation and regulations and develops, revises and implements relevant program policies and procedures in accordance with such.
4. Coordinates and attends meetings with the FTTW steering committee and Student Advisory Committee.
5. Works with faculty to develop and refine FTTW curriculum.
6. Monitors changes in the local and regional job market and works with faculty and administration to adjust FTTW curriculum in response to these changes.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

7. Consults with faculty, staff and administrators to assist in improved delivery of instruction and support services to students.
8. Meets regularly with HRA staff to facilitate provision of FTTW services.
9. Maintains regular contact with local industries and businesses and other educational providers to keep them informed about the FTTW services and to solicit assistance and participation in the FTTW program.
10. Develops program-related marketing strategies and informational materials for students and faculty.
11. Monitors federal, state, and local grant opportunities to seek resources to support FTTW; writes grant applications.
12. Collects and compiles data and prepares reports as needed by Cabrillo, HRA and EDD to track usage of the FTTW program.
13. Develops and manages FTTW program budget, monitors budget expenditures and prepares management and fiscal reports tracking program caseloads and expenditures.
14. Performs related duties as required/assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university; a minimum of three years successful work experience in education, business, or public service involving responsibilities and activities congruous with the requirements of this position; demonstrated successful experience directing activities requiring management and leadership skills; familiarity with organizational and operational functions of post-secondary school systems.

Knowledge and Abilities:

Knowledge of the principles and practices of public administration, program planning and evaluation; ability to work in a multi-ethnic environment. Demonstrated ability to provide effective leadership and management of the program; ability to prepare and present clear and concise oral and written reports; demonstrated ability to interpret, explain and apply complex regulations, laws and directives relevant to the program; ability to establish and maintain effective relationships with those contacted in the course of work.

Desirable: Masters degree in public administration, business administration, social work, counseling, higher education administration, or other discipline related to the requirements of the position; demonstrated successful experience in grant writing; and bilingual ability Spanish/English.

Fast Track to Work Program Manager  
Board Policy # 2070.49

Other Requirements:

Must be able and willing to work evenings and on weekends at on- and off-campus locations.

AUTHORITY AND RESPONSIBILITY

The FTTW Program Manager directly supervises all classified and temporary hourly staff in the Cabrillo College FTTW program. The FTTW Manager is responsible for the administration and management of the FTTW program and budget.

Adopted: February 2, 1998

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(Personnel Services)