



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Merced County Center Director
SUPERVISED BY: Director of Operations
SALARY: \$52 – 62K/YR, DOE. Regular, Full Time, Benefits & 401(k)
LOCATION: Winton
DATE POSTED: August 13, 2026
APPLICATION DEADLINE: August 20, 2026

POSITION SUMMARY:

Responsible for the daily operations and overall planning, development, operation, management, and performance standards of all Merced County workforce development, vocational training and supportive services programs and activities. Maintains communication with community agencies, businesses, and other entities as appropriate for marketing and collaboration purposes. Responsible for all Merced program outcomes.

EXAMPLES OF DUTIES

1. Supervise, monitor, and evaluate all Merced County center staff, including instructors, case managers, business services representatives, outreach personnel, clerical employees, etc.
2. Provide direction and monitor performance standards for all programs and services, implementing corrective action as necessary.
3. Coordinate, monitor and evaluate training of all Merced County center staff.
4. Act as liaison between MIS department and all employees to ensure that all paperwork on services provided is completed properly and timely by Merced County center staff.
5. Serve as back up case manager and/or business services representative as required by staffing fluctuations.
6. Prepare and submit performance reports to management as necessary.
7. Monitor staff and student compliance with CVOC policies and regulations, including policies against harassment and discrimination.
8. Work closely with management in handling staff disciplinary actions, and student grievances and/or disciplinary action.
9. Monitor safety in all Merced County facilities/locations including classrooms; work closely with safety officer & facilities manager in correcting potential safety hazards. Assist in processing student injuries.
10. Schedule and conduct staff meetings as necessary.
11. Coordinate outreach activities & community participation to enhance CVOC's visibility in the community.
12. Other duties as assigned.

REQUIREMENTS

1. B.A. degree in business admin., social science, or related field, plus 3 years management experience.
2. Familiarity with and ability to interpret & implement state and federal workforce programs guidelines.
3. Familiarity with community resources.
4. Excellent verbal and written communication skills.
5. Computer literacy.

PREFERRED

1. Bilingual English/Spanish
2. Past experience in social services field, assisting low-income and farmworker populations, workforce development.

A resume must be received to be considered for employment with CVOC. *It is helpful to include your email address on your resume.*

EOE/At Will Employer