



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	Madera County Center Director
SUPERVISED BY:	Executive Director
SALARY:	\$45 – 56K/YR, DOE. Regular, Full Time, Benefits & 401(k)
LOCATION:	Madera
DATE POSTED:	January 9, 2023
APPLICATION DEADLINE:	January 23, 2023, 5:00 PM

POSITION SUMMARY:

Responsible for the daily operations and overall planning, development, operation, management, and performance standards of all Madera 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 Madera program outcomes.

EXAMPLES OF DUTIES

1. Supervise, monitor, and evaluate all Madera County center staff, including instructors, case managers, job developers, outreach personnel, clerical employees, etc.
2. Provide direction & monitor performance standards for all programs and services, implementing corrective action as necessary.
3. Coordinate, monitor and evaluate training of all Madera 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 Madera County center staff.
5. Serve as back up case manager and/or job developer 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, & student grievances and/or disciplinary action.
9. Monitor safety in all Madera 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.
6. Valid CA. Driver's license and personal automobile liability insurance (must allow work-related driving).

PREFERRED

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

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet. *Employment application may also be obtained at a CVOC office. Include your email address on your resume.*

EOE/At Will Employer