FAST TRACK TO WORK PROGRAM DIRECTOR
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

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

The director maintains active liaison with other Cabrillo College departments and instructional programs that serve Fast Track students. In addition, the FTTW Program Director is the District's liaison with external agencies that fund FTTW services. The FTTW Program Director also maintains communication with employers and organizations representing employers; secures funding from outside agencies to support the program's services and ensures the delivery of FTTW services in accordance with the requirements and policies of funding sources.

SCOPE

The FTTW Program Director works under the direct supervision of the Vice President of Student Services. The FTTW Program Director convenes the FTTW 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

- Directs and coordinates FTTW program activities and services (E)
- Keeps abreast of and ensures program compliance with Federal, state and local legislation and regulations; develops, revises and implements relevant program policies and procedures in accordance with such (E)
- Hires, trains, supervises and evaluates assigned staff (E)
- Convenes the FTTW Advisory Committee; chairs and/or serves on college committees as required/assigned (E)
- Works with Career Education and Economic Development, Student Services, and Instructional Development to improve alignment between the needs of FTTW students and the College instructional programs (E)
- Consults with faculty, staff and administrators to assist in improved delivery of instruction and support services to students (E)
- Meets regularly with Human Services Department (HSD), Workforce Investment Board (WIB) and Employment Development Department (EDD) staff to facilitate provision of FTTW services (E)
- 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 (E)
- Develops program-related marketing strategies and informational materials for students and faculty (E)
- Monitors federal, state, and local funding opportunities to seek resources to support FTTW; writes grant applications (E)
TYPICAL DUTIES AND RESPONSIBILITIES (continued)

- Collects and compiles data and prepares reports as needed by Cabrillo, Chancellor’s Office, HSD, WIB, and EDD to track usage and monitor performance of the FTTW program (E)
- Develops and manages FTTW program budget, monitors budget expenditures and prepares management and fiscal reports tracking program caseloads and expenditures (E)
- May provide bilingual services to monolingual and limited English-speaking students
- Performs related duties as required/assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

Bachelor’s degree from an accredited four-year college or university; and 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 of:

- Principles and practices of public administration, program planning and evaluation
- CalWORKs, Workforce Investment Act (WIA) programs, policies, rules and regulations
- Business mathematics and budgetary principles, practices, budgeting methods and procedures
- Principles and practices relating to employee supervision, training, and evaluation
- Effective organizational skills
- Computer technology and various software programs including word processing, spreadsheets, and databases
- Effective verbal and written communicational skills
- Effective interpersonal skills using tact, patience, and courtesy

Ability to:

- Interpret, explain and apply complex regulations, laws and directives relevant to the program
- Work effectively in a diverse, multi-ethnic environment
- Provide effective leadership and management of the program
- Prepare and present clear and concise oral and written reports
- Establish and maintain effective relationships with those contacted in the course of work
- Use computer technology and various software including word processing, spreadsheets, and databases
- Make accurate arithmetic calculations
QUALIFICATIONS

Other Requirements:

- Must be able and willing to work evenings and weekends at various service locations

Desired:

- Master’s 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
- Bilingual ability Spanish/English

AUTHORITY AND RESPONSIBILITY

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

Adopted: February 2, 1998
Revised: March 4, 2013