

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE - COMPTON COLLEGE**



**Director, California Work Opportunity and Responsibility to Kids (CALWORKS),  
Temporary Assistance for Needy Families (TANF),  
GREATER Avenues for Independence(GAIN)**

**POSITION DESCRIPTION:**

Under the supervision of the Vice President of Student Services, the Director of CALWORKS/TANF/GAIN is responsible for administering the CALWORKS/TANF/ GAIN programs. This position will provide leadership in the development and provision of appropriate support services to students and to ensure compliance in accordance with applicable state and federal laws and regulations

**RESPONSIBILITIES/DUTIES:**

- Establish and monitor yearly CALWORKS/TANF/ GAIN budgets.
- Prepare CALWORKS/TANF/ GAIN annual reports and other State and College required reports.
- Administer CALWORKS/TANF/ GAIN program: staff selection, staff supervision and staff evaluations.
- Gathers and analyzes data in a responsible, logical and accurate manner.
- Collects and coordinates CALWORKS/TANF/ GAIN student data required by the Chancellor's Office.
- Chair and conduct staff meetings with CALWORKS/TANF/ GAIN staff.
- Provides professional development opportunities to CALWORKS/TANF/GAIN staff through conference attendance and training workshops.
- Represent program at college, regional, and state levels as appropriate.
- Facilitate CALWORKS/TANF/GAIN Advisory Committee functions.
- Works closely with CALWORKS/TANF/GAIN counselors.
- Serve as liaison between college departments, Guided Pathway Divisions, and CALWORKS/TANF/GAIN.
- Serve on college committees to represent, promote and enhance awareness, understanding, sensitivity and support toward CALWORKS/TANF/ GAIN students.
- Perform a variety of specialized duties in support of employment placement and career development for CALWORKS/TANF/ GAIN and assigned workforce grants; coordinate activities and services to provide students with employment, internships, volunteer, mentoring, job shadowing and cooperative education opportunities in an efficient and timely manner; monitor and adjust activities to student and employer needs.
- Provide marketing and outreach services to develop and maintain an employer and non-profit agency base for student placement; establish and maintain contact with employers and other agencies in promotion of services and enhancement of employment opportunities; explain and assist organizations with selecting career development, training and employment placement services.
- Plan, develop, implement and promote job fairs, workshops, meetings and other special events in support of employment placement and recruitment; recruit and coordinate employers, and other representatives for job fair participation; arrange for guest speakers; research and obtain event funding; reserve and set up facilities and services for events.
- Research and evaluate local and regional labor market data and information to identify trends in employment

and career opportunities; conduct labor market, student and employer surveys as required; advise administrators and faculty concerning labor market trends; monitor, evaluate and provide recommendations concerning the effectiveness of employment services and systems.

- Research, secure and implement internal and external funding from grants and other fund raising activities in support of CALWORKS/TANF/GAIN programs and services.
- Perform other duties and assume other responsibilities as assigned.

**KNOWLEDGE, AND ABILITIES:**

- Ability to work effectively and harmoniously with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
- Ability to develop innovative programs that strengthen the quality of services provided to CALWORKS/TANF/ GAIN programs students.
- Ability to work with community agencies that serve CALWORKS/TANF/ GAIN programs students.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to manage categorical budgets and grants.
- Ability to work with interruptions, frequent deadlines, and multiple assignments.
- Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret, apply and explain laws, codes, regulations, policies, and procedures.
- Ability to plan and organize work.
- Ability to prepare comprehensive narrative and statistical reports.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of Title V regulations and applicable sections of the California Education Code.
- Knowledge of federal and state laws as they pertain to working with in CALWORKS/TANF/ GAIN programs students within an educational setting.
- Knowledge of principles of supervision, training and practices of office management.
- Knowledge of accounting, budgeting and fiscal reporting.

**REQUIRED QUALIFICATIONS:**

- Master's degree from an accredited institution; **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment; **AND**
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

**WORKING CONDITIONS:**

- Must be able to adapt to changing situations.
- Work under pressure.