

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE:	Community Education and Workforce Development Coordinator	SALARY GRADE: 11
DEPARTMENT:	CARES	FLSA STATUS: NE
REPORTS TO:	Director of CARES	DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Implements, coordinates and modifies educational and workforce development programs that serve the interests and needs of individuals and groups of persons of all ages. The work involves interaction with community, schools and human service agencies, police departments, government agencies and the general public. Work is performed under the general direction of the Director of Social Services. Supervision is exercised over subordinate personnel.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Manages the City's community education (i.e. tutoring, GED, ESOL) and workforce development programs including scheduling, creating and distributing application forms, assessing participants' skill levels, recruiting and training tutors, and providing evaluations.

Prepares and teaches lessons to students in GED, Tutoring and Workforce Development programs.

Recruits, trains and supervises student interns.

Develops relationships with community agencies.

Advertises available programs to citizens in the community, to schools and local groups via cable TV, meeting and written correspondence to local newspapers and other media outlets.

Provides an introduction to the world of work to area youth including a job seeking workshops.

Provides information and referrals to citizens regarding issues such as education, workforce, food access, mental health services, etc.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Performs administrative duties for the department including answering phones, maintaining records, preparing correspondence, and creating forms and applications.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Baker Tilly's SAFE® System

Bachelor's Degree from an accredited four-year college or university in Family Science, Public Health, Education, or a related field; and moderate progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Psychology, human behavior, group dynamics, and a mastery of vocational and educational principles and curriculums.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Developing and making presentations and teaching classes.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Abilities:

Ability to be tactful, courteous and poised in difficult situations.

Ability to analyze problems and to respond appropriately.

Ability to persuade.

Ability to establish and maintain effective working relationships with a variety of people and agencies.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.