

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: MANAGER - CAREER & WORK DEVELOPMENT PROGRAMS**

**BASIC FUNCTION:**

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned; attend trade shows, job fairs, workshops and other events related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Management of the Career and Work Development Programs of the County Office.

Union contracts and merit system rules.

Americans with Disabilities Act.

Federal Employment and Housing Act.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures including labor and education codes.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct the Career and Work Development programs administered by the ROP.

Supervise and evaluate the performance of assigned staff.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

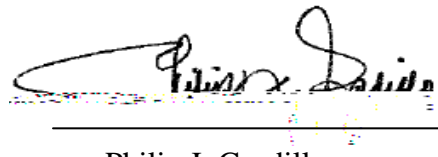
**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

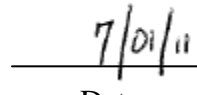
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised: 11/13/13



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Philip J. Gordillo  
Executive Director of Human Resources



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Date



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Sheila Lopez  
Director-Classified Personnel Services



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Date