CLASS SPECIFICATION
Workforce Development Coordinator-Environmental Technology

FLSA Status: Nonexempt  
EEOC Job Category: Paraprofessionals  
Union Representation: Represented

GENERAL PURPOSE
Under the supervision of the Dean, Workforce Development, coordinates, organizes and oversees the day- 
to-day operations of assigned Workforce Development Grant Programs relating to LNG Port Truck Grant, 
Advanced Transportation and Logistics/International Business Grants; implements and assists in 
evaluating program plans, budgets, procedures and supporting program promotional materials; interacts 
extensively with business and industry participants, student/participants, outside agency representatives, 
faculty, District management and staff and others; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Workforce Development Coordinator-Environmental Technology coordinates, organizes and oversees the 
day-to-day operations of assigned Workforce Development Programs, relating to Environmental 
Technology, Advanced Transportation and Logistics/International Business Programs. Work requires 
demonstrated organizational, administrative and communications skills, policy development and 
interpretation and general knowledge about Environmental Technology and served populations. Duties 
and responsibilities are carried out with considerable independence within the framework of established 
policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be 
performed. The omission of specific statements of duties does not exclude them from the position if the 
work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and oversees the day-to-day operations of assigned Workforce Development 
Programs, relating to Environmental Technology, Advanced Transportation and Logistics/International Business Programs; plans, coordinates, implements, monitors and assists in 
evaluation of operational procedures and activities; researches and assists in development of and 
maintains program budgets and tracks program expenditures; develops and recommends program 
policies and operating and administrative procedures; plans, organizes and implements work activities 
to meet established program goals and objectives; ensures program compliance with all applicable 
District, state and federal requirements; trains and provides work direction to designated staff.

2. Stays current on regional occupational studies for the emerging environmental technology (generally 
referred to as “green”) industry sector to include topics such as job openings current and forecasted, 
salary/education requirements, skills required for these new occupational fields and skill gaps 
reported by industry and legislation impacting the industry that would affect Community College 
program development and fund acquisition.
3. Prepares all reports and any grant modifications required by state and federal grant requirements.

4. Serves as liaison with external agency representatives involved with Environmental Technology, Advanced Transportation and Logistics. Plans and participates in all outreach events, partner meetings and faculty development opportunities. Serves on statewide committees examining the role of community colleges in the environmental technology sector.

5. Coordinates provision of District and external services required by grant guidelines for participate in with other community colleges and participating LBUSD schools in our District.

6. Performs administrative duties to ensure program reports, records and other materials are complete and maintained according to pertinent laws, regulations and contracts and District policies and procedures; organizes and compiles information for, completes and maintains Program reports, forms and logs.

7. Plans, organizes and conducts program outreach and promotional activities; uses knowledge of environmental technology to make formal and informal presentations to internal and external groups; develops and distributes marketing and other materials, including flyers; responds to follow-up requests for information; coordinates and/or performs orientation activities.

8. Plans, organizes and executes special events and workshops for student/participants; determines and secures event locations; makes set-up, scheduling or other pertinent arrangements; identifies and coordinates with event presenters and others involved.

9. Assists in writing additional grants in the area of environmental technology and advanced transportation/logistics.

OTHER DUTIES
None.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of planning, coordination, organization and implementation of Workforce Development grants related to Advanced Transportation and Logistics/International Business Programs.

2. District policies and procedures related to assigned areas of responsibility.

3. Environmental industry, advanced transportation, and the logistics industry related to the southern California ports.

4. Federal, state and local laws, regulations and court decisions applicable to the environmental industry.

5. Program contract provisions and requirements.

6. Research methodologies to assist in grant writing and report development.
7. Legislation impacting the environmental technology industry, advanced transportation and Logistics industry.

8. Basic methods and practices of public outreach and involvement, including marketing techniques and practices.

9. Principles and practices of sound business communication.

10. Uses and operations of a computer and database and other standard software to access and enter data accurately and to develop assigned records, reports and other documents.

**Ability to:**

1. Plan, organize, coordinate, implement and evaluate daily operations, activities and services of a community college Workforce Grant program relating to Advanced Transportation and Logistics/International Business Programs.

2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form and created required reports.

3. Coordinate program activities with multiple stakeholders to ensure agreement and consensus.

4. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.

5. Competently use research tools and methodologies.

6. Understand, interpret, explain and apply program contracts, laws, regulations and policies applicable to assigned program responsibilities.

7. Understand, interpret and respond to internal and external customer needs and expectations.

8. Prepare clear, concise and comprehensive reports, correspondence and other documents.

9. Communicate effectively orally and in writing to both internal and external program stakeholders.

10. Ensure the maintenance of all required program files, records and documentation.

11. Exercise sound, independent judgment and initiative within established guidelines.

12. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.

13. Establish and maintain effective working relationships with District management, administrators, staff, faculty, students, outside employer-partners; representatives of other agencies, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is Bachelor’s degree; and at least two years of progressively responsible experience in employment and training programs, at least one of which involved responsibilities for program planning and implementation; or an
equivalent combination of training and experience in a field related to environmental technology/advanced transportation/logistics.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; perform work on multiple concurrent tasks with constant interruptions, and interact with participant/students, outside agency contacts; off-site employer representatives; District management, staff, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.