

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: LEAD SUMMER YOUTH EMPLOYMENT SPECIALIST**

**RANGE: 30**

#### **BASIC FUNCTION:**

Under the direction of the Project Manager, Youth Development Services, lead and participate in a variety of activities involved in providing eligible youth with career guidance, vocational assessment, academic counseling, training, education and placement services to enhance school and career awareness and transition; train and provide work direction and guidance to assigned personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

The Lead Summer Youth Development Services Specialist is an experienced-level Youth Development Services Specialist that oversees a summer youth job program. Incumbents work independently to assist the Project Manager, Youth Development Services with coordination and oversight of the Youth Development Services Specialist I's. The Lead Summer Youth Development Services Specialist has in-depth knowledge of the demographics of the area of the county and has extensive knowledge of community resources and potential work-sites. The Lead Summer Youth Development Services Specialist has the ability and skills to work in a culturally diverse environment and serves as a liaison with school district staff, business managers, supervisors and the diverse families and youth in the community.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Develop partnerships with other agencies to establish work sites to implement career readiness training for youth workers for summer employment.

Oversee recruitment, eligibility and placement process for summer jobs for youth workers and participate in the selection of additional staff members to work in the summer youth program.

Monitor outcomes for compliance with contract objectives as well as monitor students on job sites and collect time sheets and prepare interim and comprehensive end of program report.

Train staff on the Management Information System (MIS) intake process, currently in use by the funding agency.

Lead, participate and provide guidance in a variety of activities with the Youth Development Services Specialist I's to provide eligible youth with career guidance, vocational assessment, academic counseling, training, education and placement services to enhance school and career awareness and transition; monitor, evaluate and adjust activities to meet student needs.

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Oversee and coordinate, the development of a significant summer youth employment component and the operations and daily activities involved in the program implementation; provide strong administrative support to the Project Manager, Youth Development Services, to assure Program activities comply with established laws, codes, regulations, policies and procedures.

Oversee the process of students interviews and assessments in the identification of needs, interests and abilities to determine appropriate academic and career goals and post-secondary placement; refer students to programs, potential employers, internships and other opportunities according to needs, interests and abilities.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for compliance with established standards, requirements and procedures.

Assist with the development and implementation of Youth Development Services projects, goals, objectives, strategies and services; provide individualized case management for eligible youth; resolve Program and related career issues and conflicts in a proper and timely manner.

Provide technical assistance to students regarding financial aid, employment opportunities, internships, forms, applications and career and academic skill development; respond to inquiries and provide technical information concerning related standards, requirements, techniques, practices and procedures.

Serve as a liaison between the County Office, school districts, the contracting agency, students, employers and other outside agencies regarding vocational services, opportunities and placement; respond to inquiries and provide information concerning related activities, policies, procedures and objectives.

Train staff to assist students in the development of short and long-term academic and career plans and vocational, job searching, resume and interview skills; assist students in establishing and pursuing goals; develop individual service strategies for students; identify and develop appropriate training sites for students.

Market vocational programs to employers; develop worksite agreements; collaborate and establish and maintain partnerships with employers, service providers and others to facilitate and enhance employment opportunities, internships, job shadowing and other youth development services for students.

Monitor and assess student progress and performance; assure that staff keep supervisors current concerning student progress; assure students are placed with appropriate employers; confer with employers concerning student performance and progress.

Oversee the distribution, and collection of student forms and applications required for vocational services; evaluate student information and determine eligibility; obtain supporting documents as needed; assist students with completing various employment forms and applications.

Monitor budgets for student hours, wages and support services; assist in assuring expenditures do

not exceed established limitations; assist in assuring services comply with grant specifications and requirements; process and respond to requests for funding proposals; prepare grant proposals.

Compile and analyze a variety of data related to Youth Development Services and vocational activities; prepare and maintain a variety of narrative and statistical records, reports and files related to students, employers and assigned activities.

Communicate with County Office personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, projector, computer and assigned software; drive a vehicle to conduct work.

Arrange transportation and appropriate work clothing for students as needed.

Attend and participate in various meetings, conferences and in-services and special events; prepare and deliver oral presentations concerning employment and vocational services.

Prepare weekly, monthly and program end reports.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and procedures of career and vocational education training programs.

Training and employment opportunities in the community.

Interviewing and advisement techniques including methods for evaluating occupational skills.

Labor market trends and characteristics.

Principles and techniques of vocational guidance and casework.

High school course work required for graduation and college admission.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Principles of training and providing work direction.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Basic public relations techniques.

**ABILITY TO:**

Lead and participate in a variety of activities involved in providing eligible youth with career guidance, vocational assessment, academic counseling, training, education and placement services to enhance school and career awareness and transition.

Assist with coordinating, developing and implementing Youth Development Services operations.

Train and provide work direction and guidance to assigned personnel.

Assist students with developing vocational and job searching skills.

Serve as a liaison between the County Office, school districts, students, employers and outside agencies regarding vocational services, opportunities and placement.

Interpret, apply and explain laws, rules, regulations, policies and procedures.

Provide technical assistance to students regarding financial aid, employment opportunities, internships, forms, applications and career and academic skill development.

Establish and maintain partnerships with employers, service providers and others to facilitate and enhance employment opportunities and other vocational services for students.

Identify and evaluate student interests, needs and abilities.

Refer students to potential employers according to needs, interests and abilities.

Monitor and assess student progress.

Operate standard office equipment including a computer and assigned software.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, education, psychology or related field and four years increasingly responsible experience working with vocational, instructional or similar programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist kneeling or crouching.