

JOB DESCRIPTION**Job Title: *Regional MOVE Coordinator (1259)*****Job Summary:**

The job of Regional MOVE Coordinator is done for the purpose/s of conducting contract negotiations with various counties and agencies. The Coordinator will be responsible for seeking out new sources of funding and writing grant proposals in response to requests for proposals. This position will supervise and be responsible for staff in multiple locations both inside and outside of Tulare County.

Essential Functions:

- ▶ Conducts contract negotiations with various counties (including Tulare, Kings, Kern, Fresno, and Madera) for the purpose of negotiating a fair and equitable contract for the MOVE program.
- ▶ Coordinates employer recruitment efforts for the purpose of increasing employment opportunities for Tulare County residents.
- ▶ Coordinates national media and public relations interest in the MOVE program for the purpose of disseminating information to the public.
- ▶ Develops nationwide employer interest for the purpose of bringing outside employers to the valley so they can hire Tulare County workers.
- ▶ Maintains positive communication and working relationships with various agencies and counties for the purpose of maintaining productive working agreements for the MOVE program.
- ▶ Monitors multiple MOVE contracts for the purpose of ensuring that conditions are met in a satisfactory manner.
- ▶ Negotiates with various agencies such as the Department of Labor (DOL) and the Workforce Investment Board (WIB) for the purpose of seeking and obtaining funding for the MOVE program.
- ▶ Prepares/monitors multiple MOVE budgets for the purpose of ensuring careful budgeting and spending throughout the entire MOVE program.
- ▶ Promotes the MOVE program in multiple counties for the purpose of growing the program and diminishing the high unemployment rate.
- ▶ Researches potential funding sources for the purpose of adding to the viability and sustainability of the MOVE program.
- ▶ Responds to statewide requests for proposals for the purpose of determining if those funds are appropriate to utilize in the MOVE program.
- ▶ Reviews/approves final MOVE client paperwork for the purpose of ensuring the accurate and efficient use of funds.
- ▶ Supervises MOVE staff in multiple counties for the purpose of ensuring a competent, cohesive staff.
- ▶ Travels throughout Tulare, Fresno, Kings, Kern and Madera counties for the purpose of observing staff and ensuring optimal working relationships with outside agencies.
- ▶ Writes grants and funding proposals for the purpose of securing additional funding to operate the MOVE program.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - supervise and evaluate staff;
 - write grant proposals;
 - market the MOVE program in Central California as well as nationwide;
- ▶ **Knowledge of:**
 - county-wide and nation-wide labor market information;
 - contract negotiation techniques;
 - MOVE program goals;
- ▶ **Ability to:**
 - research new funding sources;
 - prepare/monitor budgets;
 - travel throughout the state to supervise staff and meet with contracted agencies.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; managing a department; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is an opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing.

Experience Required:

- ▶ Job Related Experience within Specialized Field is required.

Education Required:

- ▶ Targeted job related education that meets organization's prerequisite requirements.
- ▶ Bachelor's degree preferred.

Certificates, Licenses, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.

FLSA Status: Exempt**November 2002**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. **Tulare County Office of Education**