

**SPECIALIST: CONTRACT SERVICES - CalWORKS**  
Community Education & Economic Development

**OVERVIEW:**

*Under the general supervision of the Director, Special programs and Basic Skills and the CalWORKs Project Manager coordinates all aspects of the contracts with the Private Industry Council, JTPA Service Delivery Areas and the Department of Social Services. Performs all duties related to the scheduling of Special Programs, and does related work as required.*

**EXAMPLES OF DUTIES:**

- *Acts as a liaison between the Special program Department, CalWORKs and external agencies.*
- *Performs all duties related to the preparation and execution of contracts.*
- *Coordinates and schedules Special Program classes for CalWORKs students with instructional staff.*
- *Compiles data necessary to support billing for all Special Funded students to complete Master program List.*
- *Acts as a liaison between the Special Program Department and College Accounting Department, Auxiliary Services, Financial Aid, Bursars Office, Parking Office and Admissions with respect to Special Program students.*
- *Performs all clerical and accounting functions as related.*

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

*Policies, procedures and practices of CalWORKs and JTPA, TRA, Veterans, Vocational Rehab, parents Fair Share, CTB;  
Contract preparation and execution;  
Word, MS Schedule, MS Project, Excel;  
Methods and practices of financial record keeping work;  
Modern office methods and procedures.*

**Ability to:**

*Work effectively with Program Staff, Campus Departments and external agencies;  
Meet time lines effectively;  
Operate a computer proficiently;  
Perform financial clerical work of average difficulty;  
Make arithmetical calculations with speed and accuracy;  
Understand and carry out oral and written instructions.*

**Experience and Education:**

*Graduation from high school or the equivalent and two years experience in contract management and preparation.*