FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Program Coordinator I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide direction and guidance to the day-to-day operations, problem solving and limited decision making regarding an assigned program; implement program policies and guidelines; provide for program reporting and accountability; provide work direction and guidance to other program personnel; limited monitoring of the program budgets.

DISTINGUISHING CHARACTERISTICS:

The Program Coordinator I oversees a small program assuming responsibility for program coordination and reporting with limited or no financial accountability. The Program Coordinator II provides overall direction to an assigned program with overall accountability for program coordination and reporting. The Senior Program Coordinator oversees large, complex programs with major financial accountability while working independently. Senior Program Coordinators are more involved in program planning and coordination involving two or more major programs.

REPRESENTATIVE DUTIES:

1. Provide overall direction and guidance in the day-to-day operations, problem solving and decision-making regarding an assigned program; implement program policies and directives according to District, federal or State guidelines.

2. Provide work direction and guidance to others assigned to the program; assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.

3. Develop, recommend and implement program plans and objectives; coordinate delivery of services to program participants; assure participation guidelines are followed.

4. Assure program expenditures are within allocated budgets; monitor budgets.

5. Establish appropriate linkages to special populations or community groups served; promote program through participation in advocacy groups, associations and other local, regional or national organizations.

6. Provide regular reports to management and federal/State agencies as requested; participate on program reviews; assure program compliance with federal or State program guidelines.

7. Serve as liaison between program personnel, participants, clients, administrators, faculty and students; provide information, program requirements and other pertinent information.

8. Develop, coordinate, promote and oversee a broad range of programs.

9. Develop workshop materials, promotional materials and other program documentation.

10. Operate a computer and other office equipment as assigned.

11. Design, develop and present workshops for students and with varied learning styles and cultural backgrounds.
12. Assist in curriculum planning and development; provide input to faculty and staff regarding program offerings.

13. Serve as program administrator in the absence of program supervisors.

14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning and coordinating the day-to-day activities of assigned program.

2. Policies, objectives and goals of assigned program.

3. Development and presentation of programs and workshops.

4. Applicable laws, codes, regulations, policies and procedures related to assigned program.

5. Budget monitoring and control.

6. Oral and written communication skills.

7. Principles of training and providing work direction to others.

8. Interpersonal skills using tact, patience and courtesy.

9. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide direction and guidance to the day-to-day operations, problem solving and Decision-making regarding an assigned program.

3. Implement program policies and guidelines.

4. Provide for program reporting and accountability.

5. Prepare comprehensive program reports and reviews.

6. Provide work direction and guidance to other program personnel.

7. Monitor program budgets.

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

9. Establish and maintain cooperative and effective working relationships with others.

10. Operate a computer and assigned office equipment.

11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and time lines.
13. Work independently with little direction.
14. Plan and organize work.
15. Remain current regarding trends in assigned field.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in a related field and one year related work experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

DATE APPROVED: MARCH 1, 1999
RANGE: N-48
EEO-CATEGORY: H-50