EOPS Supervisor

BASIC FUNCTION:
Under the direction of an assigned supervisor, plan, organize and coordinate a variety of programs, projects and day-to-day activities related to the functions and activities of the Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) program; train, supervise, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:
1. Plan, organize and coordinate a variety of programs, projects and day-to-day activities related to the functions and activities of the EOPS and CARE programs.
2. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Determine EOPS eligibility; oversee student intake, financial aid, and registration procedures.
4. Oversee the preparation and implementation of EOPS and CARE program plans; facilitate meetings to evaluate and expand program plans.
5. Provide technical expertise, information and assistance to the Dean regarding EOPS and CARE program functions; assist as needed in the formulation and development of policies, procedures, and programs.
6. Oversee and participate with the preparation of EOPS and CARE final reports for the State Chancellor’s office; maintain and expand systems for the collection and analysis of data for EOPS and CARE reports.
7. Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
8. Oversee development and preparation of the annual preliminary budget for the EOPS and CARE programs; control and authorize expenditures in accordance with established limitations.
9. Attend and conduct a variety of meetings as assigned; participate on campus and community committees promoting the needs and interests of EOPS and CARE students; prepare agendas for meetings as appropriate.
10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

   KNOWLEDGE OF:
1. Various programs, projects and day-to-day activities related to the functions and activities of the EOPS and CARE programs.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. Applicable laws, codes, regulations, policies, and procedures.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and assigned software.
8. Record-keeping techniques.

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. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of the EOPS and CARE programs.
3. Supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies, and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Prepare and maintain assigned records and reports.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in business administration or related field, and three years experience including program development and implementation.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

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.
4. Sitting for extended periods of time.

DATE APPROVED: March 1, 1999
RANGE: 5-56
EEO-CATEGORY: H-30