BASIC FUNCTION:
Under the direction of an assigned supervisor, provide overall direction and guidance in the operations, problem solving, and decision making of an assigned large-scale and complex program. Implement program policies and guidelines; provide for program reporting and accountability; provide work direction and guidance to other program personnel; evaluate assigned personnel; establish and monitor program budgets.

REPRESENTATIVE DUTIES:
1. Provide overall direction and guidance in the day-to-day operations, problem solving, and decision-making of a large and complex assigned program; implement program policies and directives according to District, federal or state guidelines.
2. Prepare funds applications; prepare grant requests, and serve as the primary contact for large programs or multi-programs.
3. Plan, coordinate, and prepare a variety of materials used in program literature, marketing, catalogs, and brochures.
4. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline, and terminate personnel according to established policies and procedures.
5. Conduct regular meetings to communicate, review and revise program guidelines.
6. Develop, recommend, and implement program plans and objectives; coordinate delivery of services to program participants; assure participation guidelines are followed.
7. Assure program expenditures are within allocated budgets; monitor budgets; propose budget changes and participate in project budget applications as necessary.
8. 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.
9. Provide regular reports to management and federal/state agencies as requested; participate in program reviews; assure program compliance with federal or state program guidelines.
10. Serve as liaison between program personnel, participants, clients, administrators, faculty, and students; provide information, program requirements and other pertinent information.
11. Develop, coordinate, promote and oversee a broad range of programs.
12. Develop workshop materials, promotional materials, and other program documentation.
13. Operate a computer and other office equipment as assigned.
14. Assist in curriculum planning and development; provide input to faculty and staff regarding program offerings.
15. 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. Grant coordination and monitoring.
7. Oral and written communication skills.
8. Principles of training and providing work direction to others.
9. Interpersonal skills using tact, patience, and courtesy.
10. Operation of a computer and assigned software.
11. Word processing, graphics and desktop publishing.

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 overall direction and guidance to the operations, problem solving, and decision making of a large-scale and complex program.
3. Coordinate several programs simultaneously.
4. Implement program policies and guidelines.
5. Provide for program reporting and accountability.
6. Prepare comprehensive program reports and reviews.
7. Train, supervise, and evaluate personnel.
8. Establish and monitor program budgets.
9. Interpret, apply and explain rules, regulations, policies, and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.

13. Meet schedules and time lines.

14. Work independently with little direction.

15. Plan and organize work.


EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in a related field, and five years related work experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. 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: June 26, 2002
RANGE: 5-59
EEO-CATEGORY: H-30