

CLASSIFICATION SPECIFICATION

Program Developer

FT/PT Class Code: 3019, 3519 Pay Grade: B/C 13 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for the creation and administration of a special program(s), including assessment of community needs and subsequent development, implementation, daily management, and continued enhancement of such programs.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and supervises subordinate personnel. A significant aspect of this work is the assessment of community needs and developing, implementing, and overseeing the daily management, evaluation, and enhancement of special programs. This class is differentiated from Project Coordinator by increased diversity and complexity, and the size and duration of the programs.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assesses potential community needs and interests to discern demand for specialized offerings.
2. Develops program content including course curriculum and syllabi.
3. Assures recruitment, selection, hiring, and assignment of instructional and support staff.
4. Trains, supervises, and evaluates subordinate personnel.
5. Prepares brochures, flyers, bulletins, and other descriptive materials directed to potential participants.
6. Evaluates success of offerings, considering such factors as enrollment size, student interest and completion, and effective use of available resources.
7. Makes travel arrangements where appropriate for off-campus programs.
8. Establishes and monitors schedules and program status.
9. Makes program enhancement decisions to ensure continuing quality of program(s).
10. Dependent on the program, may meet with program participants to assure their success in the program or refer them for other appropriate support services.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of community organizations' needs.
- ◇ Knowledge of database software, word processing and spreadsheet software (e.g. Microsoft Office).
- ◇ Knowledge of managerial and supervisory practices and procedures.
- ◇ Knowledge of advertising methods and techniques.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to research, develop, analyze and evaluate programs.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience; or other equivalent combination of education and experience.