

CLASSIFICATION SPECIFICATION

Program Manager

FT/PT Class Code: 3020, 3520 Pay Grade: B/C 16 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for managing, developing, and coordinating activities and events relative to a specific program(s). These programs may be implemented as a result of federal grants, State special funds, or upon initiative of the College.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and may supervise student/participants along with professional and support staff. The incumbent plans and directs the day-to-day operation of the program to ensure the achievement of the prescribed program goals and objectives.

PRINCIPAL ACCOUNTABILITIES:

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

1. Researches and develops program curriculum and activities in accordance with the prescribed program goals and objectives.
2. Determines eligibility of participants/students for the program based on State, Federal and College regulations, rules and policies. Makes decision to terminate participants from program when needed.
3. Coordinates and facilitates research and development of program materials and information.
4. Research, develops and writes funding proposals for identified funding sources and performs relevant reconciliations.
5. Recommends applicants for hiring.
6. Trains, supervises, and evaluates subordinates.
7. Coordinates program activities and events with other personnel.
8. Coordinates and participates in the development of various marketing tools for the program (i.e. fact sheets, brochures, flyers, presentations, radio station advertisement, press releases, and staff meetings, etc.).
9. Prepares and/or coordinates the budget and financial accounting for the program and/or grant. Authorizes expenditures and purchasing relevant to the program. Performs certification of funding is correct.
10. Collects, interprets, analyzes, and processes information and data, and prepares relevant reports regarding the program.

PRINCIPAL ACCOUNTABILITIES, cont'd:

11. Handles designated specialized program assignments such as negotiating contracts, etc.
12. Creates community partnerships and relationships as they relate to funding resources. Coordinate and interact with community service groups, College staff, and State and federal agencies.
13. Provides for staff development and training in the program.
14. May assist students by providing information and/or advice, coordinating tutoring sessions, presenting workshops, etc.
15. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices, and procedures.
- ◇ Knowledge of relevant State and federal program policies, procedures, and regulations.
- ◇ Knowledge of fiscal and budgetary policies and procedures.
- ◇ Knowledge of database software and spreadsheet software (e.g. Microsoft Office).
- ◇ Skill in program development and management.
- ◇ Skill in effective communications.
- ◇ Strong writing and interpersonal skills.
- ◇ Strong organizational and analytical skills.
- ◇ Ability to organize, analyze, and systematically utilize complex information and data.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field.
- ◇ Four (4) years of relevant experience, including supervision, or equivalent additional years of education.