

CLASSIFICATION SPECIFICATION

Senior Special Programs Director

FT/PT Class Code: 3081, 3581 Pay Grade: B/C 19 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for providing project oversight and administration, including: management, supervision, development, monitoring, and budgeting, for five or more programs.

NATURE AND SCOPE:

An incumbent reports to an administrative supervisor and may supervise professional and staff personnel. An incumbent plans and directs the activities of five or more programs to ensure that goals and/or objectives are accomplished within prescribed time frames and parameters of the programs. These programs may be implemented as a result of federal grants, State special funds, or upon initiative of the College.

PRINCIPAL ACCOUNTABILITIES:

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

1. Oversees the development of programs' operating procedures and policies, including records management to ensure programs' accountability for auditing purposes to ensure compliance with State and federal guidelines.
2. Coordinates fiscal operations and accounting for each program. Monitors and evaluates budgetary expenditures and funding allocations.
3. Determines eligibility and selection criteria of program participants. Conducts tests, interviews, and needs assessments.
4. Oversees special services for program participants, such as tutoring, transportation, day care, workshops, cultural experiences, referral services to outside agencies, etc.
5. Develops, monitors, and evaluates programs' activities.
6. Coordinates the development of new projects and proposals, locates funding sources, and negotiates contracts.
7. Trains, supervises, and evaluates subordinates.
8. Analyzes information and data; prepares relevant reports.
9. Establishes and maintains liaison with all campus divisions and the college community-at-large regarding overall projects' administration and success.
10. Performs other related duties 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 management principles and practices.
- ◇ Knowledge of career services, including trends, assessment instruments, labor market, and best practices.
- ◇ Knowledge of database management, word processing and spreadsheet software (e.g. Microsoft Office).
- ◇ Knowledge of proposal writing.
- ◇ Skill in program development, evaluation, and management.
- ◇ Strong writing, organizational, and analytical skills.
- ◇ Excellent interpersonal and communication skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Ability to organize, analyze, and systematically utilize complex information and data.
- ◇ Ability to establish and maintain effective working relationships with community service groups, College staff, and other federal and State agency personnel.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to manage multiple tasks and priorities.
- ◇ Ability to reason and assimilate information.
- ◇ Ability to 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.