

CLASSIFICATION SPECIFICATION

Special Programs Director

FT/PT Class Code: 3032, 3532 Pay Grade: B/C 17 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 three 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 three 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. Determines eligibility and selection criteria of program participants. Conducts tests, interviews, and needs assessments.
2. Develops program operating procedures and policies, including records management, to ensure programs' accountability for audit purposes.
3. Oversees special services for program participants, such as tutoring, transportation, day care, workshops, cultural experiences, referral services to outside agencies, etc.
4. Develops, monitors, and evaluates programs' activities.
5. Coordinates fiscal operations and accounting for each program. Monitors and evaluates budgetary expenditures and funding allocations.
6. Develops 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. 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 proposal writing.
- ◇ Knowledge of database management and spreadsheet software (e.g. Microsoft Office).
- ◇ Skill in program development, evaluation, and management.
- ◇ Strong writing, organizational, and analytical 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.

MINIMUM QUALIFICATIONS:

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