

SFP-PROGRAM DIRECTOR

Location:\_\_\_\_ GL: \_\_\_\_ WBS:\_\_\_\_ FUND:\_\_\_\_

Special Note: This position is only used for the duration of a specially funded program and will be terminated when the program funding ends.

DEFINITION

Plans, organizes, administers, supervises, and evaluates the operations of a large, multi-faceted specially funded program.

TYPICAL DUTIES

- Plans, organizes, and directs the day-to-day activities of a specially funded program.
- Establishes operational policies, procedures, standards, and goals of a specially funded program and evaluates program results.
- Ensures compliance of program operations with all applicable rules and regulations.
- Coordinates program projects and activities with existing programs and services.
- Provides guidance to individuals and groups in the interpretations of laws, rules, and policies and procedures pertaining to assigned specially funded program.
- Establishes and maintains liaison with community leaders, community organizations, and public agencies to encourage participation and to stimulate interest in the services of the assigned specially funded program.
- Serves on various committees to discuss matters affecting specially funded programs.
- Develops the budget for assigned program and reviews and controls expenditures of funds.
- Establishes financial, staffing, facilities, and equipment requirements based on program needs and available resources.
- Writes, edits, and evaluates proposals for acquisition of grant funds from government, corporate, and foundation funding sources according to applicable laws and regulations.
- Selects, trains, supervises, and evaluates assigned program staff.
- Develops and coordinates publicity and marketing of assigned program.
- Directs and prepares comprehensive correspondence and reports containing descriptive, analytical, and evaluative content including the preparation of conclusions based on data summaries and other findings related to assigned program.
- Directs and prepares presentations related to assigned program.
- Directs the maintenance of program and student records.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SFP-Program Director** plans, organizes, administers, promotes, evaluates, and supervises the day-to-day activities of a large, multi-faceted specially funded program.

An **SFP-Program Specialist** develops, implements, promotes, and evaluates an assigned small program, a portion of a larger specially funded program or performs a variety of technical computer support duties in support of the office operations of a specially funded program.

## DISTINGUISHING CHARACTERISTICS (Cont.)

An **SFP-Program Technician** performs a variety of specialized technical duties related to the implementation and day-to-day administration of a specially funded program.

## SUPERVISION

General supervision is received from an academic or classified administrator. Immediate supervision is exercised over assigned staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current trends in the design, implementation, administration, and evaluation of specially funded programs
- Mission, objectives, and goals of assigned specially funded program
- Federal, state, and local laws, regulations, codes, and District administrative rules, regulations, and policies governing specially funded programs
- Principles of fiscal management, program planning, implementation, quality control, and improvement
- Principles and practices of business and personnel management
- Principles of budgetary preparation and control
- Interests and needs of a wide variety of community members including minorities, the elderly, people with disabilities, and young people
- Community resources, organizations, and services common to community colleges
- Principles and techniques of grant development and writing
- Educational and vocational advisory techniques
- Principles and techniques of public relations and marketing
- Organization and management of records
- Principles of supervision and training
- Computer systems, software, and hardware used in the management of a specially funded program

### Ability to:

- Develop, implement, and administer a comprehensive, multi-faceted specially funded program
- Develop innovative programs and services to meet diverse needs and interests of the community
- Establish realistic program goals and evaluate program results
- Analyze data and interpret and apply laws, rules, and regulations related to specially funded programs
- Identify and analyze problems accurately and take appropriate action
- Establish and maintain effective and cooperative working relationships with District staff and representatives of the community
- Effectively handle diverse interpersonal and inter-group relationships
- Supervise, train, and motivate others
- Develop and maintain an annual budget
- Prepare clear, comprehensive, and effective reports, correspondence, and publicity materials
- Learn specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

- A. Graduation from a recognized four-year college or university preferably with a major in business administration, public administration, sociology, psychology, counseling, or a related field **AND** four years of full-time paid experience related to the assigned duties of the position.

**OR**

- B. A master's degree from a recognized college or university **AND** two years of full-time paid experience related to the assigned duties of the position.

### Special:

A valid Class "C" California driver's license.  
Access to an automobile.