

SFP-PROGRAM TECHNICIAN

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

Performs a variety of specialized technical duties related to the office operations of a specially funded program.

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

- Assists in establishing program standards and goals and in the evaluation of program results.
- Assists students in identifying and developing educational, career and/or vocational needs and goals; provides support services to students in assigned program areas.
- Makes presentations to college students, local high schools, parents, and community groups about programs offered by the college.
- Processes program participant cases including conducting intake screening and interviews to obtain information used for eligibility review for various programs and services; providing information about and making referrals to programs and services in areas such as child care, job placement, career and educational counseling, housing, and financial aid: preparing case notes, progress reports, and student verifications.
- Determines initial and continuing eligibility of program applicants and participants.
- Maintains liaison with community agencies to promote programs and services.
- Effectively utilizes computer software to create, edit, and translate data into reports and graphic formats.
- Collects data, reconciles discrepancies, and prepares descriptive, statistical, and evaluative reports related to assigned program areas.
- Attends various meetings, job fairs, and outreach events to provide students or potential students with information regarding occupational training, educational programs, and program policies, procedures, and requirements.
- Assists in the coordination and production of student events, programs, training workshops, publications, special services, and/or other related functions.
- Oversees the operations of one or more instructional laboratory(ies) including the set up and maintenance of equipment in assigned laboratories and providing instructional assistance to students.
- Schedules and monitors a variety of test programs utilized in academic achievement, vocational, or interest assessments; scores and provides input in the evaluation of test instruments; maintains records of individual and group test results.
- Designs questionnaires, selects samples, and conducts surveys among community populations to assess needs, interests, relevant background information, and resources for special interest programs.

## TYPICAL DUTIES (Cont.)

- Assists in coordinating and participating in orientation and counseling programs by presenting and distributing informational materials, conducting or arranging for tours, scheduling student/counselor conferences, and arranging for presentations by faculty members.
- Participates in the design and writing of bulletins, brochures, news releases, and other materials to publicize or provide information on college programs and services.
- Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll, contracts, and other administrative activities.
- Monitors and verifies the accuracy of budget expenditures and assists in the preparation of the annual budget of assigned program.
- Classifies accounting transactions and maintains, reconciles, and closes accounts associated with program budget.
- Answers inquiries from administrators, faculty, vendors, and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.
- Assists in the selection, orientation, and training of program staff.
- Assists in the maintenance of program participants' files and records.
- Assists in college transfer procedures and the scheduling of classes.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

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.

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.

An **SFP-Program Office Assistant** performs general and/or specialized clerical duties in support of the daily office operations of a specially funded program.

## SUPERVISION

General supervision is received from an academic or classified supervisor or administrator. May provide work direction to assigned program staff.

## CLASS QUALIFICATIONS

Depending on the assigned duties, an incumbent is required to possess a combination of the following qualifications:

### Knowledge of:

- Mission, objectives, and goals of assigned program area
- Eligibility requirements of assigned program area
- Community resources, organizations, and services common to community colleges
- Basic educational and vocational advisory techniques
- District policies and procedures related to general administrative and business transactions
- Basic elementary descriptive statistics
- Educational subject matter of assigned area
- Basic public relations and marketing techniques
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing
- Standard accounting codes, classification, and terminology
- Methods used in maintaining accounts
- Principles of business English, punctuation, spelling, and grammatical usage
- Recordkeeping procedures
- Capabilities of computer, systems, software, and hardware used in the management of a specially funded program

### Ability to:

- Understand, interpret, and apply laws, regulations, and procedures pertaining to assigned program
- Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement
- Gather and impart program related information tactfully and accurately
- Effectively utilize computer equipment in the performance of duties
- Prepare clear, comprehensive, and effective reports, correspondence, publicity materials, and oral presentations
- Work effectively and cooperatively with students, staff, faculty, and the public
- Provide technical assistance to others
- Apply various accounting practices and procedures
- Perform arithmetical computations accurately
- Gather and compile statistical and financial data
- Keep information confidential
- Maintain a variety of logs, files, and records
- Meet schedules and deadlines
- Critically review source data and detect and correct errors
- Give clear and concise instructions
- Learn basics of budget preparation
- Learn specialized computer applications

## ENTRANCE QUALIFICATIONS

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. An associate's degree or its equivalent from a recognized community college with coursework in sociology, psychology, counseling, adult education, business administration, computer applications and office technology (CAOT), public relations, computer science, or a related field.

**OR**

- B. 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.