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 large-multi-faceted 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 and integrates 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.

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
Ability to: (Cont.)

   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. A bachelor’s degree from a recognized 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.
Travel throughout the District may be required.

Reasonable Accommodation

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.