

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Program Coordinator

Department: Various

Location: District-wide

Date: 3/15/2017

POSITION PURPOSE

Under the direction of an assigned administrator, coordinate program staff activities to assure implementation of program objectives; assure proper interpretation of procedures and regulations to provide for consistent delivery of program services.

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate and oversee assigned programs; provide work direction and guidance to program staff to assure implementation of program policies and objectives.
2. Confer with faculty and staff regarding program activities.
3. Serve as a lead in assigned program in the absence of the administrator.
4. Initiate, organize and direct operational procedures of the program.
5. Research, monitor and interpret policy and regulations for eligibility requirements of assigned programs; monitor program for compliance to meet County and State regulations.
6. Advise students on program services and requirements; assist students with registration; respond to and resolve inquiries.
7. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
8. Communicate with District and College employees to assess needs and respond to questions; explain and interpret District policies and procedures.
9. Monitor overall program budget expenditures and maintain accounting records for budget categories; prepare required reports for program funding and assure that deadlines are met.
10. Participate in the selection and hiring of full-time and part-time employees; provide, coordinate and lead employee training; assist employees with improving work performance and the implementation of disciplinary procedures for temporary and student employees as assigned.
11. Plan, prioritize, assign, schedule, lead and review the work of full-time and part-time staff responsible for specified operational and technical services.
12. Conduct assessment of student needs including monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures as they relate to the program services.
13. Perform related duties as assigned.

Knowledge of:

1. Basic operations, services and activities of assigned program.
2. Principles of providing work direction and guidance.
3. Pertinent federal, State and local laws, codes and safety regulations.
4. Recent developments, current literature and information related to program.
5. Modern office practices, procedures and equipment including a computer.

Skills and Ability to:

1. Organize, train and monitor the work of technical and clerical personnel.
2. Recommend and implement goals and objectives for the program.
3. Interpret and explain District policies and procedures.
4. Communicate effectively both orally and in writing.
5. Establish and maintain cooperative and effective working relationships with others.

Experience and Education:

1. Any combination of education, training and/or certification equivalent to: two years of college-level course work in a related area.
2. Two years of directly related work experience, lead experience preferred.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

Board Approved: 6/10/14, 3/14/17

Revised: 6/3/14 (education requirement), 2/28/17 (location and supervisor)

Salary Range: 96

EEO Category: 2B3 – Technical/Paraprofessional