West Valley - Mission
Community College District

Class Specification

Program Director I, Student Programs

Academic Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 15

Definition

To plan, organize and direct the activities of an assigned program within a campus department; to coordinate program activities with other divisions or departments; and to provide highly responsible technical support to a Dean or Vice President.

Supervision Received and Exercised

Receives general direction from an assigned Dean or Vice President.

Exercises direct supervision over assigned technical and administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Administer, develop, organize, coordinate, implement and supervise the operations and activities of an assigned program.
- Evaluate operations and activities of assigned program; implement improvements and modifications; collect and compile data and prepare various reports on operations and activities.
- Lead and manage budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; assure compliance with expenditure guidelines.
- Consult with faculty and administrators to assist in improved delivery of program services to students.
- Contact, coordinate and liaison with outside agencies and organizations related to the program.
- Represent the department at outside events and activities related to the program; serve on district and community boards and committees as needed.
- Plan, develop and oversee the work of technical and clerical staff involved in program support.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Recruit, hire, orient, contract, and schedule contract employees and/or instructors.
- Locate funding sources and author grant applications; manage grant reporting requirements and projects funded through grants.
- Conduct needs assessments of target populations; develop program curriculum, workshops and training as appropriate.
- Develop and implement program marketing strategies; design and produce marketing materials.
- When assigned to Health Workforce Initiative, function as Deputy Sector Navigator (DSN) for bay area region.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.

- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of educational program management.
- Pertinent local, state, and federal rules, regulations and laws.
- Principles and practices of grant and contract management.
- Mission, organization, and policies of community colleges.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- For position in Health Workforce Initiative, current teaching and learning methods, and curriculum development.

Ability to

- Organize, implement, and direct operations, activities and staff of assigned program.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent program mandates and requirements, and department policies and procedures.
- Market program services to students and outside organizations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train and evaluate staff.
- Hire, contract, plan, and direct the activities of outside contractors.
- Interpret and apply relevant federal, state, county, and district rules, regulations, laws, and ordinances.
- Liaison and work effectively with representatives from outside agencies, other community college districts, and/or legislative bodies.
- Prepare and deliver studies, assessments, articles, outreach presentations, and/or technical training as necessary.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Experience and Education

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

Experience

Five years of increasingly responsible professional experience related to area of assignment, including one year of supervisory responsibility.

When assigned to Health Workforce Initiative, one year of direct patient care experience as a registered nurse, and two years of clinical teaching experience.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a field related to area of assignment. A Master's degree may be required by state and/or grant requirements for certain positions in this classification.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

When assigned to Health Workforce Initiative or Nursing and Health Occupations, possession of, or ability to obtain, valid licensure as a Registered Nurse (RN) in the State of California.

EEO Category: Executive/Administrative/Managerial

Approved Date: July 01, 2016