



## **JOB TITLE: PROGRAM COORDINATOR**

Classification: Classified  
Salary Range: 36

Retirement Type: PERS\*  
Revised/Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of a supervisor, dean or director, oversees the primary functions of the day-to-day operations in the assigned area; initiates, develops, maintains and disseminates specialized information; interacts with faculty, staff and community agents; monitors, develops, implements specific assigned duties related to the area assigned; leads, trains, coordinates and provides work direction to subordinate personnel; provides input in the evaluation of program effectiveness; serves as the institutional liaison in the absence of the manager.

### **REPRESENTATIVE DUTIES:**

- Initiate, develop, maintain and disseminate specific task or responsibility.
- Develop efficient and thorough process for implementing task or program.
- Work closely with faculty and staff to coordinate, review and disseminate program material.
- Monitor and coordinate work-flow; assure the timely completion of duties assigned to the unit.
- Assure compliance with District, State and Federal policies and procedures, applicable laws and regulations and generally accepted technical principles.
- Design and produce brochures to promote specific programs
- Compile, organize, research and verify information for inclusion in various records and reports.
- Provide information to District personnel, students and community regarding area's requirements and procedures; answer questions; intervene and resolve problems related to the specific student services area assigned.
- Prioritize, assign work and provide training to other staff within the unit.
- Review and audit program area for accuracy and compliance with program requirements assuring the integrity of program.
- Organize, assign and prepare year-end report.
- Research and recommend process improvements to provide timely and more efficient use of resources.
- Participate in task forces, meetings and the selection of new staff members.
- Operate office machines and electronic equipment and systems including computer terminal, personal computer, typewriter, calculator and copier.
- Monitor program expenditures.
- Perform related duties as assigned.

## **JOB QUALIFICATIONS:**

### Education and Experience:

Bachelor's degree in related field and three years of direct experience required.

Directly related work experience in excess of the three years required and two years of college level course work may be substituted for the required Bachelor's degree.

## **OTHER QUALIFICATIONS:**

### Knowledge/Areas of Expertise:

Specific program rules, regulations, principles, practices and procedures.

Thorough record-keeping techniques.

Modern office practices, procedures and equipment.

Electronic systems and technological support.

District organization, operations, policies and objectives.

Oral, written and interpersonal communication skills using tact, patience and courtesy.

Applicable sections of State Education Code, Federal and States laws and other applicable laws.

Word processing, spreadsheet and database programs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles of providing training and work direction.

### Abilities/Skills:

Initiate, develop, maintain operations of a specific area assignment.

Organize day-to-day operations of specific area.

Train and provide work direction to others.

Assign and review the work of others.

Develop and maintain complex budgets.

Understand a diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the program needs.

Analyze situations accurately and adopt an effective course of action.

Operate standard office machines and electronic systems including calculator, computer terminal, typewriter and copier.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Read, interpret, apply and explain rules, regulations, policies and procedures.

## **WORKING CONDITIONS:**

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.