



PROGRAM COORDINATOR

Classification:	Classified
Salary Range:	36
Retirement Type:	PERS*
Board Approved/Revised:	January 21, 2026

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 and three (3) years of directly related experience; OR

Two (2) years of college-level course work and seven (7) years directly related experience; OR

Nine (9) years of directly related work experience required.

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