SFP-PROGRAM DIRECTOR
Location:____ GL: ____ WBS:____ FUND:____

Special Note: <u>This position is only used for the duration of a specially funded program and will be terminated when the program funding ends.</u>

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 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 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.

DISTINGUISHING CHARACTERISTICS (Cont.)

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
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.   Graduation from a recognized four-year 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.

<p align="center">**OR**</p>

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.

SFP-PROGRAM SPECIALIST
Location:_____ GL: _____ WBS:_____ FUND:_____

Special Note: <u>This position is only used for the duration of a specially funded program and will be terminated when the program funding ends.</u>

DEFINITION

Develops, promotes, implements, and evaluates a 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.

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

Develops, promotes, implements, and evaluates an assigned specially funded program or area.

Establishes program standards and goals and evaluates results of an assigned program or area.

Attends and participates in program-related community activities, professional conferences, and meetings concerned with the development and implementation of specially funded programs and/or projects.

Speaks to high school assemblies, community organizations, college fairs, adult schools, and at special events regarding specially funded program(s) and services offered.

Establishes and maintains relationships with community leaders, organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with existing specially funded programs and activities.

Provides assistance to students in areas such as educational and career goal development, job search skills, job placement, and other services provided by the assigned specially funded program or area.

Plans and organizes outreach activities targeting economically disadvantaged students eligible for special assistance and/or services.

Designs and develops comprehensive training and development programs for assigned specially funded program.

Conducts training and informational sessions using lectures, small group exercises, audiovisual materials, and other methods related to assigned specially funded program.

Develops job opportunities for program participants in general and specialized occupational fields.

Develops and conducts in-service training for assigned specially funded program staff.

Effectively utilizes computer software to create, edit, and translate data into reports and graphic formats.

Gathers, compiles, and analyzes a variety of data related to the assigned specially funded program or area and makes recommendations based on these analyses.

Performs a variety of technical computer support, webpage design and maintenance, and multimedia creation duties for an assigned specially funded program

Prepares budget and reviews and controls expenditures of assigned specially funded program or area.

Estimates and justifies financial, staffing, facilities, and equipment requirements based on specially funded program(s) and activities.

Prepares correspondence, presentations, and detailed comprehensive reports related to assigned specially funded program or area.

Prepares news releases, brochures, bulletins, and public service announcements to promote specially funded programs.

Supervises and participates in the maintenance of specially funded program file records.

Selects, trains, and supervises assigned program staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 Director** plans, organizes, administers, promotes, supervises, and evaluates a large, multi-faceted 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 supervisor or administrator. Immediate supervision may be exercised over assigned program staff.

CLASS QUALIFICATIONS

Depending on the assigned duties, an incumbent is required to possess a combination of the following qualifications:

Knowledge of:

Current trends in the design, implementation, and evaluation of specially funded programs services

Mission, objectives, and goals of assigned specially funded program or area

Fundamentals of budgetary preparation and control

Principles of business and personnel management

Training principles and methods for varied learning styles

Methods and techniques of writing, composition, layout, and production of training materials

Techniques of job placement and job development

Job search and interview skills

Principles of public relations, publicity, and marketing

Principles and techniques of research

Federal, state, and local laws, regulations, codes, and District administrative rules, regulations, and policies governing assigned specially funded program or area

Community resources, organizations, and services common to community colleges

Educational and vocational advisory techniques

Interests and needs of a wide variety of community members including minorities, the elderly, people with disabilities, and young people

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Methods of statistical analysis and presentation

Principles of work direction and training

Organization and management of records

Operation and application of a wide variety of multimedia software and development tools

Basic techniques used to troubleshoot computer equipment and software malfunctions

Basic website design and maintenance

Computer systems, software, and hardware used in the management of a specially funded program

Ability to:

Formulate and coordinate an assigned specially funded program or area

Develop innovative specially funded program(s) and services to meet diverse needs and interests of program participants

Establish realistic standards and goals and evaluate results of assigned specially funded program or area

Interpret and apply laws, rules, and procedures pertaining to assigned specially funded program or area

Analyze problems accurately and take effective action

Gather and analyze data pertaining to assigned specially funded program or area and make recommendations based on findings

Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement

Establish and maintain effective and cooperative working relationships with administrators, District staff, students, and representatives of other educational institutions, agencies and the public

Create multimedia used for assigned specially funded program area

Analyze and diagnose problems related to computer software and equipment and resolve routine computer hardware and software problems

Effectively utilize computer equipment and applications in the performance of duties

Effectively handle diverse interpersonal and inter-group relationships

Prepare clear and comprehensive correspondence, reports, presentations, and publicity materials

Provide work direction and training to assigned staff

Provide technical assistance to others

Learn specialized software application

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. An associate's degree or its equivalent from a recognized college or university preferably with coursework in adult education, business administration, public administration, sociology, psychology, counseling, public relations, marketing, communications, law, statistics, mathematics, computer science, or a related field.

AND

Two years of full-time paid experience related to the assigned duties of the position.

OR

B. Graduation from a recognized four-year college or university. Coursework in adult education, business administration, public administration, sociology, psychology, counseling, public relations, marketing, communications, law, statistics, mathematics, computer science, or a related field is desirable.

AND

One year of full-time paid experience related to the assigned duties of the position.

Special:

A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions.

SFP-PROGRAM TECHNICIAN
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

Performs a variety of specialized technical duties related to the office operations of a specially funded program.

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

Assists in establishing program standards and goals and in the evaluation of program results.

Assists students in identifying and developing educational, career and/or vocational needs and goals; provides support services to students in assigned program areas.

Makes presentations to college students, local high schools, parents, and community groups about programs offered by the college.

Processes program participant cases including conducting intake screening and interviews to obtain information used for eligibility review for various programs and services; providing information about and making referrals to programs and services in areas such as child care, job placement, career and educational counseling, housing, and financial aid: preparing case notes, progress reports, and student verifications.

Determines initial and continuing eligibility of program applicants and participants.

Maintains liaison with community agencies to promote programs and services.

Effectively utilizes computer software to create, edit, and translate data into reports and graphic formats.

Collects data, reconciles discrepancies, and prepares descriptive, statistical, and evaluative reports related to assigned program areas.

Attends various meetings, job fairs, and outreach events to provide students or potential students with information regarding occupational training, educational programs, and program policies, procedures, and requirements.

Assists in the coordination and production of student events, programs, training workshops, publications, special services, and/or other related functions.

Oversees the operations of one or more instructional laboratory(ies) including the set up and maintenance of equipment in assigned laboratories and providing instructional assistance to students.

Schedules and monitors a variety of test programs utilized in academic achievement, vocational, or interest assessments; scores and provides input in the evaluation of test instruments; maintains records of individual and group test results.

Designs questionnaires, selects samples, and conducts surveys among community populations to assess needs, interests, relevant background information, and resources for special interest programs.

TYPICAL DUTIES (Cont.)

Assists in coordinating and participating in orientation and counseling programs by presenting and distributing informational materials, conducting or arranging for tours, scheduling student/counselor conferences, and arranging for presentations by faculty members.

Participates in the design and writing of bulletins, brochures, news releases, and other materials to publicize or provide information on college programs and services.

Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll, contracts, and other administrative activities.

Monitors and verifies the accuracy of budget expenditures and assists in the preparation of the annual budget of assigned program.

Classifies accounting transactions and maintains, reconciles, and closes accounts associated with program budget.

Answers inquiries from administrators, faculty, vendors, and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.

Assists in the selection, orientation, and training of program staff.

Assists in the maintenance of program participants' files and records.

Assists in college transfer procedures and the scheduling of classes.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

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 Office Assistant** performs general and/or specialized clerical duties in support of the daily office operations of a specially funded program.

SUPERVISION

General supervision is received from an academic or classified supervisor or administrator. May provide work direction to assigned program staff.

CLASS QUALIFICATIONS

Depending on the assigned duties, an incumbent is required to possess a combination of the following qualifications:

Knowledge of:

Mission, objectives, and goals of assigned program area
Eligibility requirements of assigned program area
Community resources, organizations, and services common to community colleges
Basic educational and vocational advisory techniques
District policies and procedures related to general administrative and business transactions
Basic elementary descriptive statistics
Educational subject matter of assigned area
Basic public relations and marketing techniques
Computer software such as word-processing, spreadsheet, database management, and desktop publishing
Standard accounting codes, classification, and terminology
Methods used in maintaining accounts
Principles of business English, punctuation, spelling, and grammatical usage
Recordkeeping procedures
Capabilities of computer, systems, software, and hardware used in the management of a specially funded program

Ability to:

Understand, interpret, and apply laws, regulations, and procedures pertaining to assigned program
Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement
Gather and impart program related information tactfully and accurately
Effectively utilize computer equipment in the performance of duties
Prepare clear, comprehensive, and effective reports, correspondence, publicity materials, and oral presentations
Work effectively and cooperatively with students, staff, faculty, and the public
Provide technical assistance to others
Apply various accounting practices and procedures
Perform arithmetical computations accurately
Gather and compile statistical and financial data
Keep information confidential
Maintain a variety of logs, files, and records
Meet schedules and deadlines
Critically review source data and detect and correct errors
Give clear and concise instructions
Learn basics of budget preparation
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

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. An associate's degree or its equivalent from a recognized community college with coursework in sociology, psychology, counseling, adult education, business administration, computer applications and office technology (CAOT), public relations, computer science, or a related field.

OR

B. Graduation from high school or its equivalent **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 may be required for some positions. Travel to locations throughout the District may be required for some positions.

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.

SFP-PROGRAM OFFICE ASSISTANT
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

Performs a variety of general and/or specialized clerical duties related to the office operations of a specially funded program.

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

Explains and interprets basic procedures and eligibility requirements for services to students and the public.

Reviews and processes various forms, applications, and records for completeness, accuracy, and compliance with basic program requirements.

Prepares letters, memoranda, bulletins, tables, and other material using a variety of software applications.

Proofreads reports, letters, bulletins, and other material.

Responds to requests for information from students, faculty, and the public.

Refers individuals to various campus and community organizations for further information and assistance regarding specialized programs and services.

Receives and relays incoming calls, takes messages, and places calls.

Assures that clerical processes of the office are running smoothly and efficiently on a day-to-day basis.

Effectively utilizes a variety of standard office software applications to compile information and data from various sources and prepare reports and data summaries.

Schedules appointments for students with counselors and/or other office staff.

Operates a computer terminal to input and retrieve information.

Maintains and is responsible for records, files, and other reference material of an office.

Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies.

Codes and posts accounting transactions and reconciles discrepancies.

Answers inquiries from administrators, staff, vendors, and students regarding encumbrances, expenditures, account balances, accounting office procedures and policies, and other procedures, rules, and requirements of assigned program.

Attends meetings and takes minutes of proceedings.

Prepares and maintains time-keeping records for an office.

Receives, sorts, and distributes office mail to appropriate staff.

Assembles printed or duplicated material for distribution.

Provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SFP- Program Office Assistant** performs general and/or specialized clerical duties in support of the daily 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.

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.

SUPERVISION

Immediate supervision is received from an academic or classified supervisor. May provide work direction to assigned student employees.

CLASS QUALIFICATIONS

Knowledge of:

Clerical practices and procedures
Capabilities and operation of standard office equipment
Recordkeeping procedures
Basic practices and procedures used in processing and recording of accounting information and transactions
Letter, memorandum, and report formats
Proper business English, spelling, punctuation, and grammatical usage
Customer service techniques for public contact in person, on the telephone, and in written communication
Capabilities of computer systems, software, and hardware used in assigned program.

Skill in:

Use of computer and standard office equipment

Ability to:

Provide clerical support to an assigned area
Impart and secure information pertaining to assigned program
Understand, interpret, and apply basic rules, policies, and procedures
Assist students in filling out forms and applications
Prepare routine correspondence and reports
Effectively utilize computer software and hardware and office equipment used in assigned area
Spell, punctuate, use correct grammar, and proofread
Work effectively and tactfully with individuals from various educational, socioeconomic, and ethnic backgrounds
Work effectively and cooperatively with students, staff, faculty, and the public

Ability to: (Cont.)

>Make arithmetical calculations involving fractions, decimals, and percentages
>Input data neatly and accurately
>Keep information confidential
>Give clear and concise instructions
>Critically review source data and detect and correct errors
>Maintain accurate files and records
>Learn District policies and procedures related to general administrative and business transactions of the District
>Learn specialized computer applications

ENTRANCE QUALIFICATIONS

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

Graduation from high school or its equivalent **AND** one year of full-time paid clerical experience. The required experience may be substituted by 24 semester units of related college-level coursework.