

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM SPECIALIST, SPECIAL GRANT PROGRAMS

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, organize, track, review, and consistently monitor program records and accounts, and perform a variety of advanced and specialized program administrative duties to assist the administrator and other personnel with the development and implementation of required program objectives and related activities, review and evaluate student eligibility for special services, and coordinate and process administrative details; communications; special projects and special services for students participating in grant-funded programs including, but not limited to Gaining Early Awareness and Readiness for Undergraduate (GEAR UP) Programs, Title V Hispanic Serving Institutions Program and the Career Pathways Program.

REPRESENTATIVE DUTIES:

Organize and manage day-to-day activities of state and federal grant programs to assure efficient and effective operations; coordinate communications between faculty, local personnel, K-16 Bridge Program, principals, counselors and other personnel, program participants, college services and the public. Assist area administrator with advanced and complex administrative support activities and details. *E*

Perform a variety of duties independently in support of functions delegated to area administrator; interpret and apply rules and federal regulations as appropriate. *E*

Review and evaluate student eligibility for special services; maintain records and document services provided. *E*

Working closely with the area administrator, develop, produce, and regularly update procedures manuals for various programs and student handbooks. *E*

Collect and compile appropriate student performance data and other required information for the Annual Performance Report and for Yearly Program Evaluations, required by the U.S. Department of Education and the State Chancellor's Office; perform statistical computations and produce graphs and charts. *E*

Develop a variety of special program materials including brochures and informational fliers. *E*

Coordinate communication between the administrator and staff, the public or other District officials; obtain and provide information regarding programs, services and requirements, and assist in resolving questions and issues as appropriate. *E*

Monitor, process, and generate records and accounts for special programs; collect data for various state and federal reports and generate budget reports. *E*

Develop, prepare and send confidential materials and correspondences pertaining to student performance and program activities. *E*

Programs Specialist, Special Grants Programs- Continued

Participate in required federal or Chancellor's Office training as directed by area administrator. *E*

Operate a computer terminal, microcomputer and standard office to enter data, maintain records and generate reports; utilize word processing, spreadsheet, database, and special software. *E*

Assist with program orientations and registration for various special activities on campus and at partner school sites. *E*

Work closely with administrator in reconciling and reviewing program expenditures. *E*

Train and provide work direction to student assistants and clerical personnel as assigned; organize, monitor and adjust clerical assignments to assure timely and proper completion; assure time records for faculty and staff are accurate and submitted in a timely manner. *E*

Develop and produce program schedule of activities and ensure school personnel, parents, and students are notified regularly of activities. *E*

Perform a variety of customer service duties including—but not limited to—directing, referring, initiating and answering telephone calls; screen and direct calls and visitors to appropriate on- and off-campus personnel and resources. *E*

Maintain records of required grant Time and Effort reports and school site records. *E*

Schedule meetings, conferences, appointments, and program activities; maintain appointment calendar for administrator and other department personnel; make travel arrangements as required. *E*

Coordinate communications and activities with other educational institutions, vendors, other outside organizations and the public; respond to requests for information from students, staff, and partner school site personnel regarding program policies, procedures, and regulations. *E*

Receive, open, and route mail; order, issue and maintain department supplies, forms, equipment; maintain and track program's equipment in a central database; maintain all back-up documentations for all purchase requisitions and related documents for program audits and evaluations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of state and federal directives and regulations.

Interpersonal skill using tact, patience, and courtesy.

Record keeping techniques and data entry using a variety of software.

Evaluation of student/participant records for eligibility.

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

Oral and written communication skills.

Programs Specialist, Special Grants Programs- Continued

Applicable sections of the State Education Code and other applicable laws.
Customer Service techniques
Public Relations Techniques

ABILITY TO:

Perform advanced administrative assistance duties requiring independent judgment and thorough knowledge of programs, division, and District policies.
Read, interpret, apply and explain rules, regulations, and policies and procedures.
Perform mathematical computations quickly and accurately.
Train and provide work directions to others.
Process information quickly and make appropriate recommendations.
Tabulate and compile statistical information and produce charts and graphs.
Organize, coordinate and oversee office activity.
Process word documents accurately and clearly.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Meet schedules and time lines.
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Complete work with many interruptions.
Operate a variety of office equipment as computer, calculator, copier, and facsimile machine.
Enter data accurately, maintain records and generate reports.
Make arrangements for meetings and conferences.
Maintain a variety of files, records, logs including financial and statistical data.
Plan and organize work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: AA/AS degree from an accredited institution and a minimum of three years experience in state and/or federal grants, including developing and producing required state and/or federal reports performance reports and related budgets.

LICENSE AND OTHER REQUIREMENTS:

A valid California driver's license is required.

WORKING CONDITIONS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work

Programs Specialist, Special Grants Programs- Continued

environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment, some off-site Working Environment:

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist and hearing to communicate and provide information to others; employee may be required to lift, carry, push, or pull up to 50 pounds.