SHASTA - TEHAMA - TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Program Director (Deputy Sector Navigator)
            Classified Administrative Position – Grant Funded

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To organize, direct, coordinate, and supervise the day-to-day activities and operations of the assigned program. Employees in this role demonstrate expertise in relation to specific industry sector(s). This classification receives minimal supervision within a framework of standard policies and procedures. This job class exercises responsibility for directing and administering the project, including supervising project personnel. This job class functions at a full supervisory level, is overtime exempt, and requires organizational, problem solving, decision making, and budgetary skills.

SUPERVISOR: Director or Dean of assigned area or designee

TYPICAL DUTIES:

Essential Functions:

- Organizes, coordinates, directs, and supervises the activities and operations of the assigned program.

- Reads, interprets, and applies policies, laws, rules and regulations pertaining to the assigned program.

- Completes and submits all required state, federal, and college reports related to the assigned program.

- Plans and prepares the annual budget within the prescribed guidelines.

- Hires, supervises, assigns, and evaluates the work of staff.

- Writes annual project and administers grant funding.

- Promotes, publishes and disseminates information about the specific project

- Develops forms and keeps records necessary for operating the assigned program.

- Collaborates regionally to develop effective partnerships with employees, regional consortium, community colleges, high schools, liaison with community agencies, local business and industry.

- Integrates work force training through curriculum development.
TYPICAL DUTIES: (Continued)

- Plans, develops, analyzes, critiques, and evaluates computerized applications and record keeping systems.
- Proposes and implements policies within prescribed guidelines.
- Provides staff training and development.
- Determines program requirements and procedures.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- budget management and grant application practices.
- records management and filing systems.
- basic principles of supervision, including evaluation and professional growth.
- policies and practices associated with program promotion and planning.

Ability to:

- direct and administer a project.
- learn a variety of regulations pertaining to administration of the project.
- effectively plan, organize and schedule.
- hire, evaluate, and supervise project personnel.
- learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- organize and prioritize work load.
- establish and maintain cooperative working relationship with on-campus staff, local agencies, high schools, and junior high school personnel.
- quickly identify problem situations or areas; analyze probable causes and take appropriate action.
- communicate tactfully and effectively in both oral and written forms.
- exercise tact, diplomacy, and good judgment.
- develop, prepare, and administer program budget.
- set priorities and meet commitments.
- interact and relate effectively with students from low income, first generation, and disabled student populations.

**Education/Experience:**

Combination of experience and education that would likely provide the required knowledge and abilities:

- Baccalaureate degree in closely related field, or an equivalent combination of education, training, and experience.
- Experience coordinating or managing a program or department.
- Experience supervising, directing, and evaluating the work of subordinates.
- Sensitivity toward the diverse student population served.

Experience in higher education managing a grant funded project is desirable.

*Updated 7/1/2013*