

PERALTA COMMUNITY COLLEGE DISTRICT - October 27, 2006

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST/E.O.P.S.
(SEIU Local 1021 Salary Range 75)
Job Code: 231**

CLASS PURPOSE

Under direction of the Dean of Student Support Services or the E.O.P.S. (Extended Opportunities Programs and Services) Director, and in support of the E.O.P.S./CARE (Cooperative Agencies Resources for Education) Coordinator, the Program Specialist performs professional work in the coordination, development, and implementation of the E.O.P.S./CARE Program.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans, organizes, evaluates and promotes the E.O.P.S./CARE Program in consultation with the Dean of Student Services/E.O.P.S. Director and the E.O.P.S./CARE Coordinator.
- Prepares and administers project budget.
- Assists the Director and Coordinator in preparing and submitting project proposals to secure funding.
- Prepares and maintains records and flow charts of projected expenditures, costs and item balances; prepares requisitions and personnel actions, maintains records of staff attendance; prepares schedule changes for counselors and teachers.
- Determines eligibility to E.O.P.S./CARE services; submits MIS documents.
- Participates with the Director and Coordinator in conducting in-service training programs and training and supervising support staff.
- Supervises student peer advisors, clerical support, and tutors.
- Participates in developing and is responsible for implementing a comprehensive plan for enrollee screening, eligibility, enrollment, follow-up and counseling procedures.
- Publicizes and promotes the program and seeks to maximize participation.

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- Participates with the Director and Coordinator in planning and developing appropriate new programs.
- Prepares and presents a variety of oral and written reports.
- Speaks before a variety of civic, professional and other interested groups and attends professional meetings and conferences.
- Answers the telephone and greets visitors to the office; responds to inquiries about E.O.P.S./CARE services; schedules appointments for students.
- Prepare letters and documents for E.O.P.S./CARE Coordinator and counselors.
- Supervises and implements mailing to E.O.P.S. students.
- Maintains confidentiality of E.O.P.S./CARE and financial aid records.
- Works with financial aid staff to ensure that financial aid for E.O.P.S./CARE students is maximized.
- Works with CalWORKs staff (California Work Opportunity and Responsibility to Kids) to ensure that services for E.O.P.S. and CalWORKs students are delivered seamlessly.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university with a Bachelor's Degree in one of the social sciences, business or related field and one year of professional level experience involving planning, organizing, administering, coordinating or promoting an E.O.P.S. Program; or an equivalent combination of education, training and/or qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the duties of the position.
2. Ability to collaborate in a community college environment with administrators, faculty, staff, and students.
3. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, and database management software programs (e.g. MS Office Suite), and demonstrated ability to use the Internet and email.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Principles of program planning, management, administration and budget preparation and control.
 - Principles of employee training and supervision.
 - Applicable Federal, State, and District laws, regulations, procedures and guidelines; community relations principles and techniques.

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- Community college programs, organizations and procedures.
- Community agencies and resources and the needs of cultural, ethnic and other groups within the community.
- Ability to:
 - Plan, organize, direct, administer, and evaluate the E.O.P.S./CARE Program.
 - Prepare and administer program budgets.
 - Interpret and work within a range of applicable Federal and State laws, rules, regulations and guidelines.
 - Evaluate and make recommended improvements to existing activities and operations.
 - Prepare effective promotional and informational publications and materials.
 - Direct, supervise, train and evaluate program personnel.
 - Prepare and present effective oral and written reports.
 - Establish and maintain cooperative working relations with District administrators and officials, public agency representatives, target populations of programs and projects in the designated area, and members of the general public.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

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TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A