



PROGRAM MANAGER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M3	03/09/17	Classified Manager	1 of 2

DEFINITION: This Program Manager plans, directs and evaluates the activities of specially funded programs and services. This position works under the general direction of a higher-level manager. Supervision is exercised over assigned staff members.

DISTINGUISHING CHARACTERISTICS: A Program Manager is the first level of classified management in the District. This position will serve as an administrator overseeing up to several small programs or projects for a college. Such programs or projects are typically funded by grants or other special funds.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Plans and directs the daily operations of specially funded programs.
- Develops and administers the budget of the assigned programs and monitors purchasing expenses and program expenditures.
- Coordinates program objectives with other programs and services.
- Provides leadership in the formulation, implementation and evaluation of objectives and priorities for the programs or projects under supervision.
- Supervises, trains and evaluates all staff assigned to the program and conducts or participates in their selection.
- Manages and provides support services to assigned staff to enhance the success of the program.
- Plans, reviews and evaluates the utilization of equipment and other resources within the program.
- Maintains close liaisons with other departments/divisions in planning and development of appropriate support services.
- Serves as liaison with other college programs, committees, students/student groups, and other on- and off-campus community groups.
- Attends conferences, workshops, and meetings as appropriate.
- Maintains close liaison with granting/funding agency to effectively communicate the objectives of the program and to assure that the goals of the program are successfully accomplished; ensures compliance of program operations.
- Prepares reports and summaries as required, including statistical and financial reports and analysis and verification thereof.
- Interprets and implements applicable laws, regulations, and collective bargaining contract provisions.
- Manages and participates in the continued evaluation and improvement of the assigned programs or projects.
- Participates in and supports college and District shared governance components and activities and other collaborative processes.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Implementation and administration of specially funded programs; computer-based technology for management of assigned program/project; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.



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Ability To: Manage and administer a specially funded program; use organizational skills that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college and the assigned program or project; exercise good judgment; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Earned Bachelor’s degree or equivalent from an accredited college or university. Certain programs may require a specific major as required by law.

Experience: Equivalent to at least three (3) years of full-time instructional, administrative, student, and/or other relevant support services experience.

Actions: Newly created classification adopted by the Governing Board on 06/27/12.

Amended: 03/08/17