

TEMPORARY Senior Program Specialist - Career
Technical
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245382>

Downloaded On: Sep. 26, 2024 11:43pm

Posted Sep. 18, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Senior Program Specialist - Career Technical
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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TEMPORARY Senior Program Specialist - Career Technical

Salary: \$36.74 - \$45.18 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Temporary

Division: DO Educational Services & Institutional Effectiveness

Job Number: 202400172-T

Closing:

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General Purpose

Under general supervision, assists in coordinating, developing, implementing and evaluating an assigned technical or career program; oversees registration/enrollment and admissions and cohort selection processes; oversees program billing, fee collection and reimbursement; ensures program has proper instructional materials and supplies; performs advanced program management support including preparing and analyzing statistical data and program metrics; assists program director with program compliance with federal, state and District policies, rules and regulations; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and direction to other program staff, tutors and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure mandated deadlines are being met in an optimal manner; provides information and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Oversees and participates in the day-to-day operation and service delivery of career and technical training program activities; assists the director or program lead in coordinating training times and locations and in coordinating with instructors and faculty to create course schedules; schedules and facilitates orientations; updates course descriptions and marketing materials as needed.
- Provides technical assistance and information to students, faculty and staff regarding program eligibility, required documentation, processing requirements and fees; explains applications, requirements and correct procedures for completion of forms, applications and processes and restrictions; reviews completed forms for accuracy and completeness; selects cohort participants, maintains wait lists and performs other programmatic enrollment and registration processes; performs or verifies completion of background checks and firearms clearance; tracks physical agility testing.
- Provides instructional support to instructors/faculty including preparing rosters and grading

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sheets, ordering materials and supplies, stocking classrooms, and ensuring that validating facilities are available; prepares and issues certificates of completion; submits training certification to certifying agency.

- Acts as a liaison with other departments and with state and federal programs on behalf of the department/program or a student; assists the director or program lead with scheduling onsite certification and vocational training programs with businesses and public safety agencies.
- Coordinates administrative processes for department hiring for staff and faculty positions including submitting requisitions and preparing hiring paperwork; creates, processes and tracks Instructional Service Agreements; coordinates full- and part-time staff and faculty payroll administrative processes including auditing time logs, calculating sick leave and ensuring conformance to work hour restrictions; computes and categorizes pay according to departmental/program billing accounts; ensures accurate usage of funding codes and calculates departmental/program billing.
- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems; performs complex and confidential records management; when assigned to the Police or Fire Academy, assists with public agency investigator requests for information following strict policies and procedures.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders in accordance with District policies and procedures; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget variance reports and spending forecasts for management review; tracks multiple funding sources; may assist in grant administration.
- Oversees and participates in program tracking and data input and ensures District, state and federal guidelines are met; develops, maintains and audits spreadsheets, databases and reports; utilizes third-party portals and databases to research and track student information; coordinates with other college departments regarding financial aid, tracking student work hours, payments and reimbursements.
- Coordinates logistics of the Police or Fire Academy graduations and symposiums, including liaison with event participants, vendors and sponsors; works with other campus departments and facilities; orders food, materials and supplies; troubleshoots onsite, proactively resolving issues.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

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- Serves as a member of the Fresno/Madera Chiefs Administrative Assistants group.
- If certified, coordinates and/or proctors state and national certification testing.
- Serves as the functional specialist for program-specific electronic databases and programs including third-party systems; facilitates student, faculty and staff use of systems and programs.
- May participate in program and grant administration functions including grant writing, collecting program data, budget monitoring and generating performance reports.
- Coordinates program marketing including preparation and production of promotional materials, invitations and publications; updates and maintains department or program website and social media accounts.
- Assists with internship, clinical hours and/or job placement activities and placements of program completers.
- Represents the District and participates in state and national program training and development and professional group meetings; stays abreast of new trends and innovations in the program and grant area.
- Maintains and purchases inventory and supplies.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Program goals, objectives, policies, procedures and practices applicable to area of assignment.
- District assessment, matriculation and course prerequisite policies applicable to areas of responsibility.
- Principles, methods and practices applicable to the design and implementation of public relations, outreach and marketing programs and applicable District/college public information and marketing guidelines.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- District payroll and general accounting system operations, practices and procedures.
- College and District organization, rules, policies and procedures applicable to departmental and division operations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and

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- expense reporting; basic grants administration.
- Research methods and analysis techniques.
- Applicable sections of the California Education Code and other applicable laws.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Personnel Commission Rules, Board policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

When Assigned to the Police Academy

- Advanced knowledge of Peace Officer Standards and Training (POST) and Standards for Corrections (STC) policies, procedures, rules and regulations necessary to determine student course eligibility, instructor qualifications, records management and District program compliance.
- Advanced knowledge of POST TMAS testing program and related test security and scoring protocols.

Skills and Abilities to:

- Assign and review the work of assigned staff.
- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Coordinate and implement resources, services and outreach activities to recruit, retain and assist program participants.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.

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- Maintain confidentiality of District and student files and records.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, orally and in writing.
- Operate a computer and use standard business software.
- Represent the District effectively one on one and in a variety of group settings.
- Exercise tact and diplomacy in dealing with concerned people and sensitive, complex and confidential student issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in a relevant field, and one year of closely related work experience in assigned student services area; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

When assigned to the Police Academy

- Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, credit history, non-use of intoxicants and/or other controlled substances is required.
- Required to be a member of the California Association of Police Training Officers Association.
- Additional POST certifications may be required as needed.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands



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While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and stand for long periods; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact, interruption and intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4661484/temporary-senior-program-specialist-career-technical>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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