

PALOMAR COMMUNITY COLLEGE DISTRICT

**SUPERVISOR, GEAR UP/
GRANT FUNDED STUDENT PROGRAMS (GFSP)**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Supervise and coordinate the work of Palomar College GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Partnership Program personnel; oversee the daily operations of specific grant programs; assist the Director of Grant Funded Student Programs with establishing and maintaining relationships with grant partners, school sites/district offices, and campus departments.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Grant Funded Student Programs and exercises supervision over assigned staff and volunteers.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Supervise, schedule and evaluate the work of GEAR UP and other assigned GFSP personnel.
2. Oversee the day-to-day operations of the GEAR UP and other assigned federal grant(s) at one or more on- or off-campus sites.
3. Serve as liaison between GEAR UP and other assigned grant program(s) and campus and school/community partners. Attend meetings with administrators and partners at on- and off-campus sites, with or in lieu of the Director.
4. Attend professional organization meetings and conferences. Participate in national, state, and local training opportunities related to public schools and higher education.
5. In conjunction with the Director, create office policies and procedures to provide safe and healthy working environments.
6. Assemble requested data and prepares studies and reports.
7. Supervise preparation of Annual Performance Reports and submit to the Director.
8. Operate specialized automated office equipment including a computer terminal, word processor and printer to maintain records, enter and retrieve data, and produce various documents and reports utilizing standard and advanced machine functions and programs while devising formats and manipulating data to achieve desired results; work with partners, vendors and collaborators to accomplish more sophisticated data analysis and reports.
9. Supervise and co-lead the ongoing training of GEAR UP and other assigned GFSP personnel.
10. Monitor office and program budgets and order materials, supplies, and services.

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11. Compose correspondence; communications, including program websites; and media/press releases.
12. Serve in a leadership capacity with GEAR UP program parents, in parent organization meetings, and with parent training programs; assign appropriate staff to serve as parent/community liaisons, to maintain effective and direct communications and relations with parent groups and parent leaders.
13. Assist in the strategic planning of sustaining innovative programs and services; assist with grant writing and other solicitations for external funds or sustainable funding sources.
14. Perform other related duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and local codes, laws and regulations
- Policies and objectives of assigned program(s) and activities
- Interpersonal and multi-cultural leadership skills using tact, patience and courtesy
- Computer literacy including word processing and database management
- English usage, spelling, grammar and punctuation; communication skills, especially as a speaker
- Budget preparation and control
- Techniques of supervision and training

Ability to:

- Supervise, train and direct the work of others
- Plan, organize, and direct activities of assigned grant program(s)
- Manage multiple priorities
- Interpret and apply the rules, regulations and policies governing federal grants
- Work independently and make appropriate decisions
- Communicate effectively, both orally and in writing
- Analyze situations accurately and adopt effective courses of action
- Type at a speed of not less than 40 words per minute
- Establish and maintain effective working relationships with college and community contacts

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Three years of increasingly responsible experience as a program coordinator and/or an office supervisor or manager; three years of professional experience working with middle school, high school and/or college students and administrators.

Education:

Possession of a Bachelor's degree.

License and/or Certificates:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students, including within a middle school or high school setting.

Physical Conditions:

Essential functions require maintaining the physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel between education centers, satellite sites and other District and GEAR UP partnership locations.