

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

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

Plan, organize, coordinate and direct the District's EOPS, CARE and CalWORKs programs and assure compliance with federal and state program requirements.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President Student Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

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

1. Plan, organize, direct and control the District's Extended Opportunities Program and Services, CARE and CalWORKs for economically and educationally disadvantaged students; develop and implement specific student services involving outreach, curriculum, financial assistance and counseling.
2. Develop and implement policies and procedures concerning the operation of programs; implement program initiatives as directed by changing federal regulations, new legislation governing Title 5 and the Council for Opportunity in Education's (COE) mission and strategic planning.
3. Oversee, organize and implement long and short range programs and activities designed to develop EOPS and support the District's institutional strategic plan.
4. Provide technical expertise and information to student, staff and administrators regarding available programs and services; provide program orientation and counsel students; determine student eligibility.
5. Collaborate with faculty and administrators on development and implementation of program services.
6. Utilize refined assessment techniques for improving program services and student outcomes.
7. Compile and maintain files on programs and services; assure compliance to federal, state and local requirements
8. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures; supervise staff at remote locations.

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9. Develop and monitor the annual budget for EOPS, CARE and CalWORKs; analyze and review budgetary and financial data; control and authorize expenditures according to established guidelines.
10. Direct the production and distribution of information to publicize available resources and services; develop comprehensive outreach programs to contact and recruit EOPS students.
11. Establish and maintain contact with community service organizations, schools and public agencies serving economically disadvantaged individuals.
12. Attend a variety of meetings, workshops and conferences; represent the District to regional and state agencies.
13. Participate in shared governance through service on planning and/or operations committees and task forces; conduct required annual advisory committee meeting for EOPS.
14. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- EOPS guidelines, services and activities.
- Technical aspects of field specialty.
- Retention and matriculation programs and services for economically and educationally disadvantaged students.
- Basic research methods and report writing techniques.
- Database and word processing programs; assessment and student/program tracking systems.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Plan, coordinate, organize and direct the District's Extended Opportunity Program and Services function.
- Read, interpret, apply and explain pertinent provisions of federal and state regulations.
- Develop effective partnerships and collaborative efforts between groups, agencies and departments.

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Ability to:

- Manage and operate new initiatives.
- Effectively relate to economically and educationally disadvantaged students.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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:

Five years experience in a community college setting or experience in providing programs and services for economically or educationally disadvantaged students, including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in counseling, education or closely related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time.