

PALOMAR COMMUNITY COLLEGE DISTRICT

EOP&S SUPERVISOR

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

To assist in the daily administration of the Extended Opportunity Programs & Services (EOP&S) program; to train, supervise, and evaluate assigned classified, and hourly staff; to maintain a high quality of EOP&S services for potential and present EOP&S students; to supervise the delivery of all direct awards and grants to students; to assist in the development and maintenance of categorical and College budgets; to compile, consolidate and input budget data into a computer system; to enter budget transfers for budget development and for working budgets; to monitor account balances to prevent account deficits; and to assure proper funding levels to enable District transactions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, EOP&S. Exercises functional and technical supervision over assigned classified staff, students and short-term employees.

ESSENTIAL AND MARGINAL 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 EOP&S personnel, maintain time records, coordinate and delegate work assignments, and assist in training EOP&S classified and hourly personnel.
2. Assist in the hiring process and paperwork for adjunct, classified, hourly, and student employees.
3. With the assistance of the Director, create office policies and procedures to provide a safe and healthy working environment.
4. Serves as the liaison in the office for students, parents, staff, campus, and/or community inquiries.
5. Oversee, update and create internal program forms.
6. Assist the EOP&S Director in completing College and EOP&S annual and other reports.
7. Assist in the development and maintenance of the EOP&S budget; generate a variety of budget-related reports, financial activity reports and salary and benefit projections; compile, consolidate and input budget data to prevent account deficits and assure proper funding levels to enable EOP&S transactions; serves as an EOP&S liaison to Fiscal Services.
8. Coordinate and perform a wide range of EOP&S supervisory duties as requested by the EOP&S Director.

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9. Provide EOP&S Director with requested data and prepare studies and reports.
10. Acts as a liaison to Financial Aid to avoid potential over-awarding of financial aid.
11. Oversee and track continuing student program eligibility.
12. Oversee the process documentation, computation, and distribution of various forms of assistance for EOP&S students, including childcare assistance; EOP&S Student Grant Checks, student vouchers, student loans, and all other services; bus passes, parking permits, picture identification, meal tickets, material fees, scantrons, Blue Books, Mini Blue Books, field trip/travel awards, tutoring, food pantry, CSU and UC waivers, independent college fee waiver recommendation letters, and SAT waivers.

MARGINAL FUNCTION STATEMENT

10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Federal, state, and local laws, regulations and policies related to assigned area of responsibility, including EOPS Title V of the California Code of Regulations.
- Student affairs, campus, community and student development; curriculum; and academic support services.
- Policies and procedures related to budget preparation and administration and financial record-keeping.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Correct English usage, including 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 and word processing, spreadsheet, integrated relational database, and student/program tracking applications.
- Community college organization, operations, policies and objectives.

Ability to:

- interpret and apply the rules, regulations, and policies governing the EOP&S program.
- Analyze situations accurately and adopt effective courses of action.
- Ability to establish and maintain an effective, trusting relationship with a diverse student population.
- Lead and develop innovative academic support programming.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Select, train and evaluate classified staff, students, and short-term employees.
- Prepare and analyze budgets and other fiscal records.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing, spreadsheet and student/program applications and an integrated data management system.
- Effectively respond to all situations and incidents using sound judgment and decision-making skills.
- Work independently with little direction; plan and organize work; meet schedules and timelines.

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- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.

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 experience as an office supervisor with two years of increasingly responsible experience in a community college, preferably in a categorical or specially funded program, and two years of experience in general accounting, management information systems, and data software.

Education/Training:

Equivalent to completion of an Associates degree in education or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Essential functions require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.

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