

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor, Extended Opportunity Programs and Services

Department: Extended Opportunity Programs and Services (EOP&S)

FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 45

Supervision Received From: Director, Extended Opportunity Programs and Services

Original Date: August 2014

Supervision Given: Assigned Classified, Short-Term, Student, and Volunteer Staff in EOP&S

Last Revision: August 2014

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.

JOB SUMMARY.

Responsible for performing administrative activities related to planning, implementing, and coordinating program activities and overseeing the day-to-day operations of the EOP&S program.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, EOP&S is distinguished from the Director, EOP&S by its responsibility for supervision of daily programmatic activities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Assists in the hiring process and paperwork for faculty, classified, hourly, and student employees.
3. Supervises, oversees, organizes, and coordinates the day-to-day activities and communications of the EOP&S office to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.
4. Supervises the process, documentation, and distribution of EOP&S, Cooperative Agencies Resources for Education (CARE), and CalWORKs services to students, including program eligibility, program compliance, student files, management information systems, outreach, databases, special events planning, and SARS-GRID software for appointment scheduling.
5. Receives, reviews, and approves a variety of business forms, vouchers, requests, reports, and/or other related items from students, counselors, and/or other applicable parties.

6. Participates in database conversion processes impacting assigned area of responsibility; inputs information into databases and creates queries to extract pertinent information; troubleshoots and resolves database problems; trains staff on the use of applicable databases.
7. Participates in the development and implementation of operational and program policies, procedures, and regulations.
8. Serves as a liaison to students, parents, staff, campus, and/or community inquiries and issues.
9. Oversees, updates, and creates internal program forms.
10. Participates in overseeing program activities to ensure compliance with applicable requirements, including Title 5 of the California Code of Regulations.
11. Participates in the development and completion of annual reports for the College and EOP&S.
12. Participates in the development and maintenance of the department budgets; generates a variety of budget-related reports, financial activity reports, and salary and benefit projections; compiles, consolidates, and inputs budget data to prevent account deficits and ensure proper funding levels; serves as a liaison between EOP&S and Fiscal Services.
13. Composes, formats, proofreads, and disseminates a variety of correspondence; receives and responds to e-mails, letters, memoranda, and/or other related correspondence.
14. Oversees the process, documentation, computation, and distribution of various forms of assistance for applicable students.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. Applicable federal, state, and local laws, regulations, and policies related to assigned area of responsibility, including applicable sections of Title 5 of the California Code of Regulations.
3. Student affairs; campus, community, and student development; curriculum; and academic support services.
4. Complex budgeting principles and practices.
5. Recordkeeping principles and practices.
6. Conflict resolution techniques.
7. Basic research methods and report writing techniques.
8. Principles of business letter writing and report preparation.
9. Customer service principles and practices, including the use of tact, patience, and courtesy.

10. Community college organization, operations, policies, and objectives.
11. Principles and practices of database management.

Skill in:

1. Supervising, training, and evaluating the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Interpreting complex data and information.
6. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Supervising and developing innovative academic support programming.
11. Preparing, monitoring, and analyzing multiple budgets and other fiscal records.
12. Managing databases.
13. Monitoring workflow and adjusting assignments to ensure effective and efficient operations.
14. Analyzing complex financial and statistical data.
15. Effectively responding to all situations and incidents using sound judgment and decision-making skills.
16. Working independently with minimal direction.
17. Preparing reports by compiling and organizing data from a variety of sources.
18. Maintaining accurate and complete records.

Experience and Training Guidelines

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

Experience:

Four years of experience in supervision and increasingly responsible experience in planning, budgeting, and coordinating grant or specially funded programs.

Education/Training:

A Bachelor's degree from an accredited institution in education, counseling, psychology, sociology, or a related field.

License and/or Certificate:

Possession of, or ability to obtain, a valid, appropriate 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 and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers and other District locations.

TERMS OF EMPLOYMENT.

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.