



EOPS SPECIALIST, SENIOR

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of specialized administrative, accounting and student services duties in support of the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE); monitor State EOPS and CARE grants. The incumbent serves in a lead capacity and prepares various reports and administers program budgets.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of specialized administrative, accounting and student services duties in support of the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE); monitor State EOPS and CARE grants.
2. Administer, oversee and monitor program budgets; maintain control of daily program expenditures; maintain fiscal records including an accurate audit trail; prepare for review the EOPS, CARE and District general fund program budgets; compile information to prepare EOPS and CARE final fiscal reports for the State Chancellor's and District offices.
3. Serve as liaison to District Accounting staff and the State Chancellor's EOPS staff in budget and financial matters.
4. Utilize database programs specifically for EOPS and CARE needs; create computerized reports utilizing various spreadsheets and database programs.
5. Analyze monthly expense reports for the EOPS, CARE and District General programs to assure accuracy of listed expenses and encumbrances.
6. Prepare annual EOPS and CARE program plans and identify and initiate modifications according to established guidelines.
7. Train and provide work direction to assigned staff; assist in the hiring process of casual and student employee and part-time counselors; monitor payroll for part-time counselors, casual employees, students and part-time instructors; identify and initiate modifications to personnel payroll contract change records.
8. Prepare and maintain a variety of records and reports related to EOPS and CARE programs.
9. Operate a computer and other office equipment as assigned.
10. Assist in developing special events, in services, classes and workshops for EOPS and CARE staff and students.
11. Serve as liaison to vendors, bookstore management and staff and Plant Services regarding EOPS and CARE matters and needs.
12. Develop and coordinate production of brochures, handbooks and other printed materials for EOPS and CARE programs.
13. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. EOPS and CARE program requirements, guidelines, processes and procedures.
2. Methods and practices of accounting, financial record-keeping and statistical processes.
3. Budget preparation and control.
4. Program operations, policies and objectives.
5. Operation of a computer and assigned software.
6. Oral and written communication skills.
7. Record-keeping techniques.
8. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform a variety of specialized administrative, accounting and student services duties in support of EOPS and CARE Programs.
3. Plan, implement, monitor and evaluate program budgets.
4. Interpret and implement District, State and federal program guidelines.
5. Develop and maintain database files and spreadsheets.
6. Maintain records and prepare reports.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet schedules and time lines.
10. Operate a computer and assigned office equipment.
11. Plan and organize work.
12. Work independently with little direction.

Education and Experience

Any combination equivalent to:

1. Associate's degree in finance or a related field.
2. Three (3) years experience with multi-ethnic educational programs or agencies.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lift light to moderate objects up to 30 lbs.