



**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) SUPERVISOR**

**SALARY GRADE:** [C4-66](#)

**DEFINITION:**

Under the direction of an assigned supervisor, plan, organize and coordinate a variety of programs, projects and day-to-day activities related to the functions and activities of the Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) program; train, supervise, and evaluate the performance of assigned staff.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

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

1. Plan, organize and coordinate a variety of programs, projects and day-to-day activities related to the functions and activities of the EOPS and CARE programs.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
8. Determine EOPS eligibility; oversee student intake, financial aid, and registration procedures.
9. Oversee the preparation and implementation of EOPS and CARE program plans; facilitate meetings to evaluate and expand program plans.
10. Provide technical expertise, information and assistance to the Dean regarding EOPS and CARE program functions; assist as needed in the formulation and development of policies, procedures, and programs.
11. Oversee and participate with the preparation of EOPS and CARE final reports for the State Chancellor's office; maintain and expand systems for the collection and analysis of data for EOPS and CARE reports.
12. Communicate with District administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
13. Oversee development and preparation of the annual preliminary budget for the EOPS and CARE programs; control and authorize expenditures in accordance with established limitations.

14. Attend and conduct a variety of meetings as assigned; participate on campus and community committees promoting the needs and interests of EOPS and CARE students; prepare agendas for meetings as appropriate.
15. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Various programs, projects and day-to-day activities related to the functions and activities of the EOPS and CARE programs.
2. Budget preparation and control.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. Applicable laws, codes, regulations, policies, and procedures.
6. Interpersonal skills using tact, patience and courtesy.
  
7. Operation of a computer and assigned software.
8. Record-keeping techniques.

### **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. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of the EOPS and CARE programs.
3. Supervise and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies, and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and adopt an effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Prepare and maintain assigned records and reports.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in business administration or related field.
2. Three (3) years experience including program development and implementation..

### **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. Vision to read various materials.
4. Standing for extended periods of time.

5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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