



PROGRAM COORDINATOR, SENIOR

SALARY GRADE: [C1-56](#)

DEFINITION:

Under the direction of an assigned supervisor, provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding an assigned large-scale and complex program. Implement program policies and guidelines; provide for program reporting and accountability; provide work direction and guidance to other program personnel; establish and monitor program budgets.

DISTINGUISHING CHARACTERISTICS:

The Program Coordinator II provides overall direction to an assigned program with overall accountability for program coordination and reporting. The Senior Program Coordinator oversees large, complex programs with major financial accountability while working independently. Senior Program Coordinators are more involved in program planning and coordination involving two or more major programs.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision making regarding a large and complex assigned program; implement program policies and directives according to District, federal or State guidelines.
2. Prepare funds applications; prepare grant requests and serve as the primary contact for large programs or multi-programs.
3. Plan, coordinate and prepare a variety of materials used in program literature, marketing, catalogs and brochures.
4. Provide work direction and guidance to others assigned to the program; assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.
5. Conduct regular meetings to communicate, review and revise program guidelines.
6. Develop, recommend and implement program plans and objectives; coordinate delivery of services to program participants; assure participation guidelines are followed.
7. Assure program expenditures are within allocated budgets; monitor budgets; propose budget changes and participate in project budget applications as necessary.
8. Establish appropriate linkages to special populations or community groups served; promote program through participation in advocacy groups, associations and other local, regional or national organizations.
9. Provide regular reports to management and federal/State agencies as requested; participate on program reviews; assure program compliance with federal or State program guidelines.
10. Serve as liaison between program personnel, participants, clients, administrators, faculty and students; provide information, program requirements and other pertinent information.
11. Develop, coordinate, promote and oversee a broad range of programs.

12. Develop workshop materials, promotional materials and other program documentation.
13. Operate a computer and other office equipment as assigned.
14. Assist in curriculum planning and development; provide input to faculty and staff regarding program offerings.
15. Serve as program administrator in the absence of program supervisors.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Planning and coordinating the day-to-day activities of assigned program.
2. Policies, objectives and goals of assigned program.
3. Development and presentation of programs and workshops.
4. Applicable laws, codes, regulations, policies and procedures related to assigned program.
5. Budget monitoring and control.
6. Grant coordination and monitoring.
7. Oral and written communication skills.
8. Principles of training and providing work direction to others.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Word processing, graphics and desktop publishing.

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. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding a large-scale and complex program.
3. Coordinate several programs simultaneously.
4. Implement program policies and guidelines.
5. Provide for program reporting and accountability.
6. Prepare comprehensive program reports and reviews.
7. Provide work direction and guidance to other program personnel.
8. Establish and monitor program budgets.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work.
16. Make public speaking presentations.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree in a related field
2. Five (5) years related work experience.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Date Approved: March 1, 1999

EEO Code: H-30