



Position: Lead Program Coordinator	Position Number:
Department/Site: Area's office	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 34

DESCRIPTION:

Under limited direction, coordinate all aspects of assigned program or project.

DISTINGUISHING CHARACTERISTICS:

Lead Program Coordinator is the highest classification in this program support series. The incumbents in this classification generally report to a Dean or Director. The Lead Program Coordinator provides leadership, coordination, planning, and paraprofessional support to assigned programs, providing direction and guidance to program staff, and performing many assignments independently. The Lead Program Coordinator is distinguished from the lower level classifications in this series by the increased level of independence in decision-making and initiative expected, as well as the complexity of problem-solving and public interaction needed. The incumbent also may perform any of the duties contained in Program Assistant I or Program Assistant II.

REPRESENTATIVE DUTIES:

The following is a list of duties that is representative of the position that includes but is not limited to:

- Directs and coordinates activities of each project or program to ensure that projects and activities progress on schedule and within prescribed budget.
- Reviews project and program plans to establish procedures for accomplishing goals, staffing requirements, and allotment of available resources to various phases.
- Solicits input from all stakeholders including educational institutions, community agencies and organizations, private industry partners, program participants, and potential program participants, and county and state-level organizations regarding matters affecting their participation, including the content and structure of trainings, program goals and initiatives, and resource acquisition.
- Establishes work plans for assigned projects and arranges for the recruitment and assignment of personnel. Directs staff activities and adapts to changing conditions.
- Meets with advisory committees, as requested, to report on the programs and to receive input and guidance regarding program activities and evaluation; works with the advisory committee chairperson(s) to develop meeting agendas, determine topics, dates and times, and possible presenters
- Coordinates all aspects of trainings and program meetings, including identifying

training and meeting topics, dates, times and presenters, recommending and assisting instructors, coordinating co-facilitators and clerical support, and all logistical arrangements.

- Trains and provides work direction to assigned personnel. Evaluates professional experts and short term personnel.
- Confers with supervisor and grants manager and assists in identifying and solving problems that may impact projects and program.
- Oversees the maintenance and utilization of program resources
- Establishes excellent customer services standards for the program
- Coordinates communication, publicity, and marketing activities with other District departments and personnel, students, educational institutions, and vendors
- Communicates with appropriate agencies related to compliance with laws, District policies and procedures, and programs and funding policies and procedures
- Assists in development of budgets, and manages budget for each project or program assigned.
- Monitors performance and evaluates projects to ensure successful completion of goals
- Collects and compiles information and statistical data for reports; prepares statistical and narrative reports; conducts research as required.
- Operates a computer, assigned software and other office equipment as assigned
- Attends a variety of meetings and conferences as assigned; serves on appropriate committees
- Serves as responsible program representative to oversee the office operations in the absence of the supervisor.
- Performs other related duties as assigned

DUTIES SPECIFIC TO THE EOP&S POSITION:

- Working with director, timely prepare the program's year-end report with the funding agency by collecting program data, budget and expenditure information, and monthly and year-end program information, and compiling it into proper report filing format following federal guidelines.

DUTIES SPECIFIC TO THE NURSING AND ALLIED HEALTH POSITION:

- Working with director, timely collect and compile data for separate accrediting processes and agencies applicable to each allied health program, and assist with report writing.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Budget preparation and budget control systems
- Effective oral and written communication
- Applicable computer software applications
- Modern office practices, procedures, and equipment
- Record-keeping techniques
- Principles and practices of training
- Interpersonal skills using tact, patience, and courtesy

Skills and Ability to:

- Plan, organize, and administer the operation of a project
- Plan and organize workload, and meet schedules and deadlines
- Provide direction and guidance to others
- Communicate effectively in English, both orally and in writing
- Learn, understand, and apply applicable laws, codes, regulations, policies, and procedures and interpret and explain those to others
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Establish and maintain cooperative relationships with those contacted in the course of work
- Conduct effective program evaluations
- Train and evaluate the performance of staff
- Work confidentially with discretion
- Be flexible with a positive attitude and possess excellent interpersonal skills

EDUCATION AND EXPERIENCE:

A Bachelor's degree or equivalent education, and four years of responsible administrative or programmatic support or related experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license, and evidence of insurability

WORKING CONDITIONS:**Environment:**

Office and classroom settings, customer service areas, student learning labs, and other work spaces; may travel to worksites of partner institutions, and occasionally work outside.

Physical Effort: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position, including sitting at a computer for long periods of time.
- Manual dexterity sufficient to write, use telephone, and business machines for extended periods of time
- Vision sufficient to read printed materials
- Hearing sufficient to conduct in person and telephone conversations (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance or on the telephone
- Physical mobility sufficient to move about the work environment
- Physical tolerance to be exposed to dust, pollen, and other aspects of indoor office air.