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, including supervising program staff, and overseeing the day-to-day operations of the Grant Funded Student Programs (GFSP).

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Grant Funded Student Programs is distinguished from other supervisory classifications in the Student Services division by its responsibility for the supervision of assigned grant-funded programs within the GFSP department.

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. Supervises, oversees, organizes, and coordinates the day-to-day program activities and communications of GFSP to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues.

3. Oversees the day-to-day operations of the GEAR UP grant and other assigned grant(s) at multiple off-campus sites.

4. Serves as liaison between the GEAR UP program, other assigned grant program(s), and campus and school/community partners.

5. Participates in the development and implementation of office and program policies and procedures.

6. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports, including participating in the preparation of the GEAR UP Annual Performance Report.
7. Assists in the development and tracking of the departmental budget and applicable expenditures.

**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 codes, laws, and regulations.
3. Policies and objectives of assigned programs and activities.
4. Customer service principles, including the use of tact, patience and courtesy.
5. Database management principles and practices.

**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 and incidents using sound judgment and decision-making skills.
10. Interpreting and applying applicable rules, regulations, and policies governing assigned grants.
11. Managing multiple priorities simultaneously.
12. Managing databases.
13. Working independently with little direction.

**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 increasingly responsible experience in planning 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, and students within college, high school, and middle school settings.

**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 and GEAR UP partnership 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.