

# Job Description

Position Title: Manager, Special Programs

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

## Position Summary:

The Manager, Special Programs performs management level duties for complex educational, multifaceted district programs comprised of multiple functions and projects. Administers, supervises and manages multifaceted educational, operational, contractual services for special district programs.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Represents the college at a variety of internal and external events and activities. Provides complex consultative services for program area and legal requirements.
2. Plans, develops, implements and administers programs and projects. Develops action plans and evaluates program goals, plans, operations, and funding needs.
3. Develops strategies for generating revenue and external partnerships; manages implementation and evaluation.
4. Supervises employees; prioritizes and assigns work. Conducts performance evaluations and ensures staff training. Making hiring, termination, and disciplinary recommendations.
5. Develops and maintains internal and external contracts; develops strategies and coordinates efforts to ensure program success and client satisfaction.
6. Oversees the development and administration of instruction, professional development, and training curriculums.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

- Knowledge of internal and external customer service principles and practices
- Knowledge of principles and methods for promoting programs and services
- Skill in budget/resource management
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

- Skill in positive, productive and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field required.
- Master's degree in a related field preferred.
- Three (3) to five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours