

PERALTA COMMUNITY COLLEGE DISTRICT – January 2013

CLASSIFIED JOB DESCRIPTION

COORDINATOR (EOPS/CARE)

(Local 1021/Range 95)

POSITION SUMMARY

Under the general direction of the Dean of Student Support Services, the EOPS/CARE Coordinator provides assistance and coordination of the daily operation of the EOPS/CARE Program.

EXAMPLES OF ESSENTIAL DUTIES:

- Directs and coordinates the day-to-day functions of the EOPS/CARE programs.
- Assists the EOPS Director to determine students' eligibility to receive grants, book services, child care, transportation and other services.
- Reviews and analyzes reports, records, and directives, and confers with others to obtain data required for planning EOPS/CARE program activities, such as new commitments, status of work in progress and problems to be handled.
- Assigns or delegates responsibility for specific work or functional activities.
- Devises and disseminates policies and procedures to staff for accomplishing the work of the EOPS/CARE program.
- Provides supervision, resolves problems, prepares work schedules, and/or may set deadlines to ensure timely completion of the EOPS/CARE programs/activities.
- Coordinates activities of the EOPS/CARE program with related activities of other departments to achieve maximum fulfillment of goals and objectives, and ensure optimum delivery of services.
- Develops and administers the EOPS/CARE program budget; monitors and analyzes the budget, prepares reports and records budgetary activities for management; develops program/project proposals to secure funding.
- Evaluates policies, procedures and practices for accomplishing the EOPS/CARE objectives and mission and develops and recommends any modifications to improve program efficiency and effectiveness.
- Trains, supervises, and evaluates employee performance and recommends any corrective or disciplinary action.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree from an accredited university or college in a discipline appropriate to the activity, or a directly related field AND four (4) years of experience in performing professional level work in planning and development of a program; or an equivalent

combination of education and qualifying professional experience that would provide the knowledge, skills and abilities needed to fulfill the duties assigned to the position.

2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Experience and/or knowledge of program administration in the California Community College System.
- Knowledge of:
 - Principles and practices of effective supervision of others.
 - Program evaluation techniques and methodology.
 - Laws, regulations and guidelines that govern administration of activity of assignment.
- Ability to:
 - Plan, organize and schedule the work of others.
 - Train, evaluate and supervise staff.
 - Interpret laws and regulations, and apply this knowledge to the performance of daily duties and responsibilities and/or interpret the information to others.
 - Prepare and maintain accurate records and reports.
 - Communicate effectively, both orally and in writing.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level

- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

MENTAL REQUIREMENTS

- flexibility or ability to respond to multiple demands

TOOLS AND EQUIPMENT USED

- Computer
- Standard office machines and equipment
- Multi-line telephones
- Department-specific equipment