

PERALTA COMMUNITY COLLEGE DISTRICT - July 10, 2012

CLASSIFIED JOB DESCRIPTION

**PROGRAM SPECIALIST/CAREER TECHNICAL EDUCATION (CTE)
(SEIU Local 1021 Salary Range 75)
Job Code: 988**

CLASS PURPOSE

Under the direction of the Dean, Academic and Student Affairs (Career and Technical Education) the Program Specialist/CTE performs professional level work assisting in the planning and budgeting of CTE grants and contacts, database management, tracking multiple project budgets and expenditures, forecasting financial trends and preparing financial reports and program documents for project management.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Monitors multiple state and federal grants, categorically funded programs and other private, corporate, foundation and community grants for fiscal and programmatic compliance.
- Responsible for fiscal data collection, reporting, analysis and preparing excel spreadsheets using the financial module of the District's ERP system.
- Ensures that project reports are submitted in a timely fashion and that all contractual obligations of the projects have been met.
- Works with the college and district budget personnel regarding special projects budget compliance and functions pertaining to budget development.
- Maintains a repository of program fiscal data, state and federal statistics on fiscal and budget matters; develops relevant reports, facts and information necessary for decision making and report preparation.
- Reviews and monitors budgets, and reports to funding agencies. Performs financial and statistical research studies as assigned.
- Provides ongoing support to the College Center for Green Technology.
- Prepares and submits project proposals to secure funding.
- Prepares detailed cost statements for participating agency and staff expenditures.
- Prepares and maintains records and flow charts of projected expenditures, costs, and item balances.
- Submits monthly invoices and required statistical reports.

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- Develops comprehensive enrollee screening, eligibility, enrolling, supervising, and counseling procedures for fee based programs.
- Publicizes and promotes the program and seeks to maximize participation.
- Evaluates program operations and activities, taking or recommending appropriate corrective actions.
- Prepares and presents a variety of oral and written reports.
- Speaks before a variety of civic, professional, and other interested groups and attends professional meetings and conferences.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a major in accounting, business administration or related field and one (1) year of responsible and professional work in budgeting, administrative and accounting experience; or any
2. Equivalent combination of education, training and qualifying experience that could likely provide the desired knowledge, skills and abilities to perform the essential functions of the position.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Outlook, and PowerPoint), email, personal computers, and other standard office equipment.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Principles of program planning, management, administration, and budget preparation and control.
 - Applicable Federal and District laws, regulations, procedures, and guidelines.
 - Community relations principles and techniques.
 - Community college programs, organizations, and procedures.
 - Community agencies and resources and the needs of cultural, ethnic, and other groups within the community.
- Ability to:
 - Plan, organize, direct, administer, and evaluate a District projects or programs.
 - Prepare and administer program budgets.
 - Interpret and work within a wide range of applicable Federal laws, rules, regulations, and guidelines.

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- Evaluate and make recommendations on improvements to existing activities and operations.
- Prepare effective promotional and informational publications and materials.
- Prepare and present effective oral and written reports.
- Establish and maintain cooperative working relationships with District administrators and officials, public agency representatives, target populations of programs and projects in the designated area, and members of the general public.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people
- Flexibility or ability to respond to multiple demands

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

TOOLS AND EQUIPMENT USED

- Personal computer
- Facsimile machine
- Copier
- Printer
- Other standard office equipment

Revised: N/A