

### Job Description

<b>Title:</b>	Coordinator, Project/Program
<b>Unit:</b>	CSEA 262
<b>Range:</b>	95
<b>Committee Review:</b>	12/11/2021
<b>Synopsis:</b>	Overall update to position description
<b>Rational</b>	The job description was outdated and needed to be revised. These changes are to provide more clarity to the essential functions of the position for both the manager and employee.
<b>Incumbent</b>	20

## **COORDINATOR, PROJECT/PROGRAM**

### **DEFINITION**

Under general supervision, ~~plans, organizes, coordinates~~ may plan, organize, coordinate, and ~~provides~~ provide direction and oversight of assigned projects and/or programs; provides routine administrative and operational support for assigned projects and/or programs; plans and coordinates education and outreach efforts; evaluates ~~project/program~~ effectiveness and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains program records and reports; ~~fosters cooperative working relationships with students, staff, and faculty.~~

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned ~~supervisory and managerial staff, personnel.~~ May exercise technical and functional direction ~~over and provides training to student workers, staff and temporary employees.~~

### **CLASS CHARACTERISTICS**

~~This is a project/program coordinator classification responsible for planning, organizing, and coordinating assigned programs, projects, services, and/or activities. Incumbents at this level are required to be fully trained. This classification is required to maintain knowledge in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative, and coordinating departmental work with that of other departments. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Successful performance of the work requires the knowledge of program/project and District activities and extensive student, faculty, and staff contact.~~

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. ~~Plans, schedules, and coordinates assigned programs, projects, services, and/or activities; establishes schedules and methods for providing program, projects, programs, services, and/or activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.~~
2. ~~Provides training, orientation, and guidance, and scheduling to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; assists-participates in the recruitment and selection of temporary staff and provides recommendations.~~
3. ~~Participates in developing goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.~~
4. ~~May participate~~ Participates in and oversee the administration of program and/or project budgets budget process, including monitoring expenditures and ordering supplies, materials, and equipment; may assist in forecasting annual payroll and program budget requirements.
5. ~~Plans, evaluates, coordinates, and implements~~ provides training at various events, workshops, and outreach and recruitment activities.
6. ~~Coordinates assigned programs~~ Ensures project and/or projects, including program effectiveness by identifying stakeholders, conducting needs assessments, gathering data and information, and implementing changes and/or updates; provides on-going support to ensure program and/or project success.
7. ~~Administers~~ Conducts needs assessments, and implements modifications based upon program evaluation and assessment tools; provides input and documentation for program and/or project evaluations and assessments, results.

8. ~~Markets~~ Promotes programs, projects, services, activities, and events through various communication ~~venues and social media modalities~~; assists in developing ~~flyers, brochures, and other marketing promotional materials~~.
9. ~~Coordinates with other departments and divisions to ensure effective and efficient operations, technology, and services of assigned programs and/or projects.~~
10. Researches, compiles, analyze and organizes information and data on topics related to assigned projects and/or programs and/or projects; prepares and assembles reports and other informational materials.
11. Serves as a liaison and contact person to ~~students, staff, and faculty stakeholders~~; provides higher level of customer service and consultative services and advice on assigned programs and/or projects; ~~provides requested data, answers questions, and refers inquiries related to project and/or program.~~
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to the appropriate resource within or outside the District; receives and responds to assigned areas as needed.
13. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and questions relating reporting possible DHR complaints to assigned area of responsibility; reviews problems and recommends corrective actions-Human Resources and other appropriate authority as necessary.
14. ~~Provides~~ Performs general administrative assistance functions and operational support to assigned programs and/or projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
15. ~~Maintains and updates various databases and filing and record keeping systems for assigned programs and/or projects.~~
16. ~~Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.~~
17. ~~Performs~~ other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Basic principles and practices of providing technical and functional direction and training to assigned staff.
3. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
4. Procedures for planning, implementing, and maintaining assigned programs and/or projects.
5. ~~Research and reporting methods, techniques, and procedures.~~
6. Principles and practices of research and data collection; reporting methods and report preparation, techniques and procedures.
7. ~~Basic principles~~ Principles and practices of budget administration and accountability.
8. ~~Applicable Federal, State~~ federal, state, local, and District-College policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
9. Modern office practices, methods, and computer equipment and applications, ~~including word processing, database, and spreadsheet applications related to the work.~~
10. Record keeping principles and procedures.
11. Principles, practices, and techniques of effectively dealing interacting with the public and basic public relations.
12. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~

13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District College staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. ~~Plan, schedule, assign, and oversee activities of assigned personnel.~~
2. ~~Inspect the work of others and maintain established quality control standards.~~
3. ~~Train others in proper and safe work~~
4. Participate in addressing gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of staff.
5. Communicate the College's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment
6. Participate in providing resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment.
7. Apply training methods and procedures.
8. ~~Identify and implement effective course of action to complete assigned work.~~
9. ~~Oversee and coordinate assigned program and/or project operations, services, and activities.~~
10. ~~Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs and/or projects.~~
11. Conduct research and analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
12. ~~Make~~Perform accurate mathematical, financial, and statistical computations.
13. Prepare clear and concise reports, correspondence, procedures, and other written materials.
14. ~~Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.~~
15. ~~Establish and maintain~~Organize and prioritize a variety of filing, record keeping, projects and tracking systems, multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical timelines.
16. ~~Operate modern office equipment including computer equipment specialized software applications programs.~~
17. Organize own work, set priorities, and meet critical time deadlines.
18. ~~Use English effectively to~~Effectively communicate in person, over various modalities.
19. Effectively representing the telephone, and in writing College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
20. ~~Understand scope of authority in making independent decisions.~~
21. Review situations accurately and determine appropriate course of action within scope of authority using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
23. Learns and applies emerging technologies and methods, as necessary, to perform duties in an efficient, organized, and timely manner.

### **Education and Experience:**

~~Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:~~

Equivalent to graduation an Associate's degree from a regionally accredited ~~four-year college or university~~ with major coursework in education, social science, human services, public administration, or a related field, and two (2) full-time equivalent years of increasingly responsible ~~program or project coordination~~ experience working ~~with diverse students in an educational setting, environment or public program.~~

### **Licenses and Certifications:**

1. ~~The incumbent may periodically be required to travel to a variety of locations.~~ If operating a College vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Depending on assignment, possession of, or ability to obtain, specified certification and/or license to maintain compliance with applicable ~~state~~ licensure regulations.

### **PHYSICAL DEMANDS**

Must ~~possess mobility~~ be able to work in a standard office setting and use standard office equipment, including ~~a computer technological devices; to operate a motor vehicle to visit~~ communicate with individuals at various District College and meeting sites; vision to read printed ~~the ability to understand and comprehend written and electronic materials and a computer screen; and hearing; and speech~~ the ability to receive, review, and respond to communicate communications in person, before groups, and over the telephone, and through various media. This is primarily a sedentary office classification although standing and walking movement between work areas may be required. ~~Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.~~ Incumbents Positions in this classification occasionally ~~bend, stoop, kneel,~~ may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. ~~Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.~~