

**Program Manager (COF)**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under direction of the Programs Director, the Program Manager is responsible for managing assigned program activities associated with maintaining quality academic and student services programs.

## **Examples of Duties**

- Manage the implementation of multiple project activities to meet or exceed assigned program(s) expectations.
- Manage and monitor budgets to ensure compliance with regulations and/or directives from program agencies and cooperative educational partners.
- Assist in preparation and administration of budget, control and authorize expenditures, approve invoices for payment, and respond to budget inquiries from college staff.
- Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
- Coordinate the release of project information and outreach activities to familiarize students with the services and programs of the college.
- Develop and implement methods to identify and serve students who meet project guidelines, assessing their needs and providing programming to address those needs.
- Participate in meetings and conferences related to programs within the assigned area; disseminate information, coordinate projects and implement procedural changes; follow up on action items, and develop program reports as needed.
- Market the College and assigned program(s) to the College community and the general public.
- Perform related duties as assigned.

## Minimum Qualifications

- Bachelor's degree required.
- Two years of experience related to area of assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Student services available at the college.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial record-keeping and reporting.
- Pertinent federal, state and local laws, codes and regulations related to the assigned special programs processes.
- Principles of public speaking.
- Record-keeping and report preparation methods.
- Principles of providing work direction and guidance to others.
- Correct English usage, spelling, grammar and punctuation.

### Ability to:

- Evaluate and implement project goals.
- Communicate information to individuals and groups.
- Interpret and apply the policies and procedures of the college and the project initiatives.
- Interact with and motivate others.
- Maintain records and prepare reports.
- Prepare and monitor budgets.
- Supervise and provide work direction and guidance to assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Collaborate with college personnel and key project staff to track program effectiveness based on evidenced based milestones for student success.
- Develop and facilitate orientations, seminars, and workshops designed to familiarize students, faculty, and staff with assigned special programs opportunities.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a managerial/supervisory position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)