



Program Manager

BASIC FUNCTION

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

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities described below are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Manage the implementation of multiple project activities to meet or exceed assigned program(s) expectations, including working with appropriate faculty and coordinators.
2. Manage and monitor budgets to ensure compliance with regulations and/or directives from program agencies and cooperative educational partners.
3. Assist in preparation and administration of budget, control and monitor program expenditures, and respond to budget inquiries from college staff.
4. Prepare and submit appropriate project reports.
5. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
6. Coordinate the release of project information and perform outreach activities for students and the general public.
7. Develop and implement methods to identify and serve students who meet project guidelines, assessing their needs and providing programming to address those needs.
8. 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.
9. Market the College and assigned program(s) to the College community and the general public.

10. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

1. Student services available at the college.
2. Grant administration and reporting
3. Budgeting
4. Modern office procedures, methods, and computer equipment.
5. Principles and procedures of financial record-keeping and reporting.
6. Pertinent federal, state, and local laws, codes and regulations related to the assigned special programs processes.
7. Principles of public speaking.
8. Record-keeping and report preparation methods.
9. Principles of providing work direction and guidance to others.
10. Correct English usage, spelling, grammar, and punctuation.

Skills and Abilities To:

1. Evaluate and implement project goals.
2. Communicate information to individuals and groups.
3. Interpret and apply the policies and procedures of the college and the project initiatives.
4. Interact with and motivate others.
5. Maintain records and prepare reports.
6. Prepare and monitor budgets.
7. Supervise and provide work direction and guidance to assigned staff.
8. Understand and follow oral and written instructions.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with others.
11. Collaborate with college personnel and key project staff to track program effectiveness based on evidenced based milestones for student success.
12. Develop and facilitate orientations, seminars, and workshops designed to familiarize students, faculty, and staff with assigned special programs opportunities.
- 13.

Education And Experience:

- Bachelor's degree required. Two years of experience related to the area of assignment.

Certificates, Licenses, Special Requirements: A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS**Work Environment:**

Office.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an 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 amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and possible dissatisfied individuals.