

**DIRECTOR OF SPECIAL PROGRAMS AND SERVICES  
Los Medanos College**

**DEFINITION**

The Director of Special Programs and Services is responsible for the planning, implementation and routine operations of programs, services and projects intended to meet the educational, support services, and financial needs of student populations defined by categorically funded mandates as well as those defined by college goal setting processes. The Director will plan, implement, supervise, evaluate assigned special programs, services and projects. She/he supervises the work of others, maintains records, prepares reports and program applications, and keeps current with regulations. She/he coordinates with instructional and other managers, faculty members, committee and/or groups engaged in parallel or related activities. She/he works, off campus and on, to promote the recruitment, retention, performance, completion and continuation of designated students.

**RESPONSIBILITIES**

The Director of Special Programs and Services is primarily responsible for the following activities:

Administering the Financial Aid Office.

Administering the Extended Opportunity Programs and Services Programs.

Administering the on-campus student employment program by job development and job placement.

Supervising the college scholarship program; chairing the standing Scholarship Committee and coordinating related activities and events.

Developing proposals and implementing, in conjunction with appropriate persons and groups, projects and programs intended to increase the awareness and capabilities of college personnel in delivering instruction and services to defined student populations, i.e., minority, disadvantaged, under-represented.

Maintaining community contacts and promoting outreach projects through liaison with community-based groups, high schools, institutions, advisory committees.

Developing and where appropriate directing multi-cultural awareness and community education programs and projects.

Developing and implementing recruitment projects for defined student populations, and coordinating and supplementing college-wide recruitment and marketing activities.

Planning and directing the activities and projects, programs and events conducted by the Special Projects and Programs Coordinator.

Duties as assigned.

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## **REPORTING RELATIONSHIPS**

The Director of Special Programs and Services reports to the Dean of Behavioral Science and Related Occupations.

Positions directly responsible to the Director of Special Programs and Services are the EOPS Supervisor, the Financial Aid Office Staff, on-campus job placement staff, Coordinator of Special Projects and Programs.

## **MINIMUM QUALIFICATIONS**

Baccalaureate degree.

Graduate work in a field related to an aspect of the position, completed or in progress.

California Community College Supervisory Credential.

California Community College Instructor's Credential.

Minimum of two (2) year's administrative experience in student service related positions, or the equivalent.

Working knowledge and experience in:

- Regulations pertaining to mandated programs.
- Accounting, reporting, and compliance procedures.
- Supervision of personnel.
- Budget development.
- Developing plans, proposals and reports.

## **DESIRABLE QUALIFICATIONS**

Education and experience in practices and principles of personnel supervision and evaluation, accounting, budget monitoring, record keeping, contract management, reporting to government agencies, and preparation of proposals and plans of action.

Familiarity with microcomputer applications in student record keeping, financial needs analysis, student advisement and education planning, data gathering and reporting.

Ability to relate positively and effectively with diverse student clientele.

Skill in oral and written communication.

Experience in project management, including goal definition, planning, resource allocation, implementation, evaluation.

Demonstrated ability to complete routines in a timely fashion and to also effectively exercise judgment, initiative and self-direction in undertaking assigned tasks and projects.

Demonstrated ability to maintain effective working relationships with others on campus and off campus, including managers, faculty, classified staff, students, community persons.