



| TITLE | CLASSIFICATION | SALARY GRADE |
|---|----------------|--------------|
| PROGRAM SPECIALIST, GATEWAY TO COLLEGE | CLASSIFIED | GRADE: M |
| BOARD POLICY REFERENCE: 2015/16 Classification Review | | |

JOB DESCRIPTION:

Under general direction, provide assistance and support services for students in the Gateway to College (GtC) program; perform administrative duties including office management, fiscal management, customer relations or other specialized services.

SCOPE:

The Program Specialist, Gateway to College assists with District, departmental or area administrative duties; provides administrative support; provides technical assistance to others; assists with outreach activities; and coordinates projects.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Works closely with students and their families, staff, faculty and the public; serves as a liaison with District departments, high schools and community agencies.
2. Processes transcripts, attendance and assessment records; administers high school graduation assessments.
3. Performs administrative duties; develops reports, correspondence, forms, agendas, meeting minutes, directories, spreadsheets, and outreach materials; prepares purchase requisitions; maintains student and program records.
4. Interprets and explains GtC program and District policies and procedures and Family Educational Rights and Privacy Act of 1974 (FERPA).
5. Assists in developing and monitoring budgets.
6. Develop and maintain web pages.
7. Gives presentations and may plan outreach efforts for the GtC program; participates in the development and implementation of commencement activities; communicates in English and Spanish.
8. Supervise and organize the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform detailed support functions; prepare comprehensive reports and correspondence; analyze situations and take appropriate action; communicate effectively in English and Spanish (Bilingual English/Spanish required); follow and give oral and written directions; develop and maintain statistical records; work independently with a minimum of supervision; interpret and apply District policies and procedures; maintain cooperative and effective working relationships; maintain confidential or sensitive information; provide effective customer service; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Standard office practices including fiscal management; Family Educational Rights and Privacy Act of 1974 (FERPA); proper English usage; current office equipment, technology and standard office productivity software; planning of events and projects.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Increasingly responsible administrative support, or office management experience. Previous experience performing outreach duties, in community college and/or K-12 settings or with community agencies preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community organizations, and between the Petaluma and Santa Rosa Campuses. Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.