

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SUPERVISOR, EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) AND COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

**U159.100**

**BASIC FUNCTION:** Under the direction of an assigned administrator directs, supervises, assigns, reviews, coordinates workflow and participates in the work of staff responsible for the daily operations of the EOPS, CARE and other related program departments; assists the assigned administrator in carrying out the annual business plan; ensures work quality and adherence to established policies and procedures and has budgetary responsibility. Performs related work as required.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Plans, coordinates and implements the District's EOPS, CARE and related programs and services to include: developing and implementing procedures that address the requirements of multiple governing agencies; designs and conducts annual program evaluation.
- \*2. Manages the daily activities of the office and provides direct supervision to subordinate personnel; supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems and recommending employee discipline and discharge as appropriate. Evaluates the work of subordinates; offers training, advice and assistance as needed.
- \*3. Ensures the completion of program tasks as assigned and compliance with all applicable policies and procedures; prepares periodic reports and makes presentations on programs and students.
- \*4. Develops and maintains a program database, tracking participation, attendance, training, benefits and expenditures.
- \*5. Determines eligibility for EOPS and CARE program applicants.
- \*6. Reviews and makes determinations on EOPS Petitions for Exceptions, including 70-Unit Limitation Requests (Title 5 waiver), 6-Semester Limitation Requests (Title 5 waiver), and EOPS/CARE Mutual Responsibility Contract Compliance Exception Requests, book money eligibility, EOPS Emergency Loan eligibility and determines eligibility for and the awarding of EOPS and CARE direct aid.
- \*7. Manages the EOPS POWER Center and the Math SUCCESS Project.
- \*8. Manages numerous System Office report compilations and submissions.
- \*9. Utilizes computers to perform advanced-level document production including complex formatting of documents, creating charts, establishing and maintaining databases, using spreadsheets and a variety of software and hardware.
- \*10. Prepares a wide variety of materials such as correspondence, reports, surveys, forms, charts, budget sheets and memoranda while maintaining a high degree of confidentiality.
- \*11. Provides ongoing budget oversight and maintenance for EOPS, CARE, VTEA and other supplemental allocations to EOPS; assists the Dean with development of the annual budget.
- \*12. Serves as liaison with related public agencies, to include the System Office, other state programs, county welfare/social service departments and child resource and referral agencies.
13. Elicits, identifies and enlists campus and community resources to support programs.
14. Maintains program supplies and materials, reordering as determined necessary.
15. Prepares reports and correspondence related to EOPS as developed by the Dean
16. Assists with related activities of the EOPS, CARE and other related programs.
17. Serves on a variety of District committees as requested.
18. Performs other duties as may be assigned.

**MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent\*; AND
- Related experience working for an educational institution; AND
- Graduation from high school or G.E.D. or the equivalent.
  
- *Education equivalency equals two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Excellent written and verbal communication skills with strong organizational skills while being able to pay close attention to detail.
- A valid California Drivers License to be maintained throughout duration of employment with the District.

**DESIRED QUALIFICATIONS:**

- Experience in a supervisory level position directly related to the responsibilities assigned to the position.
- Experience working within Federal, State or Grant regulations.
- Experience with data collection and complex report generation.

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

Knowledge and ability to apply District policies, rules and procedures.

**Knowledge of:** laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; modern office practices, procedures and technology, including computers; social service and other state programs relevant to the program assigned; analysis and evaluation of programs, projects and day-to-day operational needs; and budget preparation.

**Ability to:** ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide effective leadership to employees; plan and coordinate the most effective use of staff and resources to achieve department goals; communicate professionally in confrontational situations and to communicate well, both orally and in writing; compose complex reports and correspondence; analyze problems and apply appropriate problem-solving and decision-making skills; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; use a variety of software and hardware; make required mathematical calculations accurately; maintain records accurately and completely with confidentiality as required; compile, organize and use various financial information necessary in the preparation of the departmental budget and for budget planning and maintenance; control and monitor budget expenditures and resource development.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to subordinate classified staff.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

All classifications of faculty, staff and administration at Butte College; community associations; state/local agencies; vendors; other institutions; students and the general public.

**WORKING CONDITIONS:**

Normal office environment

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.