

**College of the Siskiyous
Job Description**

Job Title: Program Specialist II – Yreka Campus **FLSA:** Non-Exempt
Group: Classified **Salary Class:** J **Salary Schedule:** Classified

Job Summary

Under the general direction and supervision of a program Director, provide special services associated with the particular position in a specialized program or office.

Essential Duties and Responsibilities include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organize and carry out assigned program responsibilities. Receive limited supervision within a broad framework of standard policies and procedures.

Perform general and technical work with moderate latitude and independent judgment and action, relative to the assigned program; manage office in the absence of the Director.

Assist in registration of students; reconcile money and receipts; assist in coordinating career information programs and publication.

Perform a wide variety of tasks during peak workload periods or in the absence of assigned personnel.

Monitor and interpret Eureka Computer System, placement testing, and counseling.

Operate a variety of office machines including a computer and computer terminal and other technological equipment.

Perform secretarial work in support of assigned projects, studies and programs.

Direct the work of student assistants as appropriate.

Provide information to students as related to careers and transfer.

Generate reports, i.e., FTE reports, testing and advising reports, facility use reports.

Plan and organize work to meet deadlines.

Sell textbooks, balance register receipts and keep inventory of textbooks.

Monitor budget account balances and petty cash flow.

Schedule appointments for the Director.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essentials duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to the completion of two years of college and two years of recent experience in organizing and supervising social and/or cultural activities for students. Office management and supervisory skills preferred.

Knowledge: Knowledge of college student services programs; community and volunteer resources; human and public relations; instructor/advisor relationships; office management and supervisory processes; college policies and procedures; community organizations; simple record keeping and record management; computers and computer systems.

Ability: Ability to understand and carry out both oral and written instructions independently; communicate effectively with school personnel and community members needed for a volunteer program; perform simple clerical tasks and operate standard office machines; plan orientation and training activities; use appropriate and correct English, spelling, grammar and punctuation; operate modern technological equipment; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Moderate to heavy physical effort; occasional standing or walking; periodic handling of heavy weight parcels or supplies and moving of equipment and/or tables. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Job Description Approved: 4/98