

Barstow Community College District

Program Manager - Homeless/Housing Insecurity Grant

Classified Management

Management Salary Range 13

Grant Funded Position

SUMMARY DESCRIPTION

Under direction of an Administrator, the Program Manager is responsible for managing assigned program activities associated with the grant that maintains quality comprehensive services to homeless and housing insecure students with the goal of supporting them through their academic and student services programs towards completion.

REPRESENTATIVE DUTIES

1. Establish and help guide the Steering Committee of community members and college personnel who will help develop a project plan that includes project outcomes, strategies, measurable objectives, and process protocol and guidelines for Barstow Community College's in alignment with requirements of the grant.
2. Establish formal MOUs with local housing service agencies
3. Provide housing navigation services to students
4. Create a system of documentation for services provided to students who are homeless or at risk of becoming homeless
5. Coordinate, in collaboration with the Office of Institutional Research, the collection of data, analysis and reporting of project outcomes in accordance with the project plan.
6. Provide comprehensive services for homeless and housing insecure students
7. Connect students with community case managers
8. Establish ongoing emergency housing procedures, including on-campus and off-campus resources
9. In conjunction with Financial Aid procedures and protocols, establish a process for providing emergency grants that are necessary to secure housing or to prevent the imminent loss of housing.
10. In conjunction with all areas of Student Services, provide a comprehensive array of services to move the identified students to their educational goals of completion

11. Manage and monitor budgets to ensure compliance with regulations and/or directives from program agencies and cooperative educational partners.
12. Assist in preparation and administration of budget, control and authorize expenditures, approve invoices for payment, and respond to budget inquiries from college staff.
13. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
14. Coordinate the release of project information and outreach activities to familiarize students with the services and programs of the college.
15. Develop and implement methods to identify and serve students who meet project guidelines, assessing their needs and providing programming to address those needs.
16. Participate in fundraising efforts and grant writing as required for the program.
17. 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.
18. Market the College and assigned program(s) to the College community and the general public.
19. Perform related duties as assigned.

Knowledge and Skills:

- Student services available at the college.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial record-keeping and reporting.
- Pertinent federal, state and local laws, codes and regulations related to the assigned special programs processes.
- Principles of public speaking.
- Record-keeping and report preparation methods.
- Principles of providing work direction and guidance to others.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Evaluate and implement project goals.
- Communicate information to individuals and groups.
- Interpret and apply the policies and procedures of the college and the project initiatives.
- Interact with and motivate others.
- Maintain records and prepare reports.
- Prepare and monitor budgets.

- Supervise and provide work direction and guidance to assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Collaborate with college personnel and key project staff to track program effectiveness based on evidenced based milestones for student success.
- Develop and facilitate orientations, seminars, and workshops designed to familiarize students, faculty, and staff with assigned special programs opportunities.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree required.
- Two years of experience related to area of assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

| Ratings | Essential Physical Requirements |
|----------------|--|
| 4 | Ability to work at a desk, conference table or in meetings of various configurations. |
| 2 | Ability to stand for extended periods of time. |
| 4 | Ability to sit for extended periods of time. |
| 4 | Ability to see for purposes of reading printed matter. |
| 4 | Ability to hear and understand speech at normal levels. |
| 4 | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 4 | Ability to lift 10 pounds. |
| 4 | Ability to carry 10 pounds. |
| 4 | Ability to operate office equipment. |

CONDITIONS OF EMPLOYMENT:

A full-time, 12-month, classified management position. Indexed to placement on the Management and Confidential Salary Schedule at a Range 13. This position is subject to evenings hours and weekends.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Board Approved: 4/15/2022