

Spec. Code	5003
Occ. Area:	01
Work Area:	000
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date:	10/15/18
Last Action	New

PROGRAM DIRECTOR

Function of Job

Employees perform duties involved in the administration of academic, administrative, and/or other programs. Responsible for the program, policy interpretation, budget preparation, application, and planning program content. Working under administrative supervision from a designated senior administrator.

Characteristic Duties and Responsibilities

A Program Director typically:

1. directs a program or functional area of a program, exercises direct authority for development, administration of programs; responsible for implementing operational policies and procedures for managing daily administrative matters;
2. develops budgets and budget proposals, directs the finances of the department or program including financial aspects of unit and management; implements budget allocation and resources facilities and travel requirements;
3. provides authoritative, detailed professional and technical knowledge in a relevant field of expertise;
4. researches and identifies potential grants or related funding sources through various means; develops and writes grant proposals on own authority or in conjunction with campus, agency administrative departments/processes; serves as primary liaison between external agencies and responsible units to ensure compliance with university/agency, federal, state, and sponsor regulations governing grants and contracts;
5. directs the physical planning and logistics of the designated program;
6. directs the staffing by overseeing recruitment, training, and management of work assigned to professional and support staff;
7. creates, interprets, develops and implements policies and procedures to program workers; provides primary support to a unit administrator or other executive, and assumes full direction for an office, administrative, or operational matters in the absence of the unit administrator;

8. serves as primary advisor to the unit administrator regarding overall major program development, management, and operations of the unit; supervision and policy-making responsibility;
9. acts as the primary liaison to campus, agencies, administrators and university departments and represent the senior administrator on committees;
10. primarily responsible for day-to-day operations of the unit;
11. other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree.
2. A total of three (3) years (36 months) in education, training and/or work experience in the area of specialization inherent to the position*.
3. Based on position requirements, additional education, training and/or work experience in the area of specialization inherent to the position, may be required.

Note: Master's degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.

10. Ability to work effectively with staff, the public, and outside constituency groups.
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as accounting software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.