

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PROGRAM ADMINISTRATOR-STATE AND FEDERAL PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of the Director-State and Federal Programs, plan, organize and implement the operation and evaluation of State and federal programs; oversee and evaluate State and federal programs; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize and implement the operation and evaluation of State and federal programs; assure program compliance with District, State and federal laws, rules and regulations; coordinate and facilitate parent and community involvement in programs and projects.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Director regarding State and federal programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of State and federal programs; develop informational materials related to State and federal programs and projects.

Implement various programs and activities designed to enhance State and federal programs; utilize resources to develop instructional programs for children with special needs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze data.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and administration of State and federal programs.

State, federal and private funding sources.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and implement the operation and evaluation of State and federal programs.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in business administration or related field and three years increasingly responsible experience in the administration of State and federal programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.