

**Executive Director, Categorical Programs**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Vice President of Student Affairs, the Executive Director of Categorical Programs shall serve as the administrator for grant funded programs, including EOPS, CARE, CalWORKs, NextUp, DSPS, AB540, SEAP, FKCE, Cal-SOAP, and related programs. The Executive Director is responsible for the development and implementation of annual goals to meet individual program's grant objectives and ensure state and/or federal regulatory compliance.

**Examples of Duties**

1. Responsible for the oversight, management, planning, implementation, and budget management of the assigned categorical programs at Bakersfield College, including: EOPS, CARE, CalWORKs, NextUp, DSPS, AB540, SEAP, FKCE, Cal-SOAP, and related programs
2. Formulate internal policy and procedures for all components related to each categorical program regulations and grant objectives, identifying the special needs of eligible students in each program. Develop services to address the needs and procedures to monitor the progress of the students in each program.
3. Develop programming activities to increase student enrollment and student persistence and success in alignment with the College's goals, initiatives and vision.
4. Develop annual work plans and design specific services to students that ensures compliance with state, federal, and/or local policies and guidelines to meet individual program requirements.
5. Monitor activities to ensure compliance with Title V of the California Education Code and other relevant state, federal, and county regulations.
6. Responsible for compliance with regulations and submittal of all annual plans, quarterly reports, and year-end reports related to each categorical program.
7. Supervise and evaluate performance of the categorical programs' staff to include managers, faculty, classified staff, and hourly staff.
8. Provide cross-training and professional development opportunities to supervised staff.
9. Actively participate in workshops, meetings, and conferences at the district, local, regional, state, and federal levels as appropriate to the assigned areas of

responsibility. Represent each program in regional and statewide meetings. Serve on college and district committees as appropriate.

10. Develop and maintain the annual budget for each categorical program and oversee daily operations for compliance and practical applications.
11. Seek additional funding sources by preparing funding proposals for state, federal, and private agencies.
12. Perform other related duties as assigned.

### **Minimum Qualifications**

1. Master's degree from an accredited college/university, preferably in Counseling or Educational Administration.
2. Six years of increasingly responsible professional/management level experience in an educational setting that demonstrates administrative process, the ability to work with a diverse student body, and the initiative to develop and create new programs and collaborative services.
3. Demonstrated experiences with public relations, student outreach and services, community collaborations, and administration of grant funded programs.
4. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### Desirable Qualifications

5. Doctorate degree.
6. Six years of supervisory experience at a college in administration of grant funded programs.
7. Bilingual Spanish/English writing and interpersonal communication skills.

### **Knowledge and Abilities**

#### **Knowledge:**

1. Knowledge of pertinent state and federal laws, education codes, statutes, and regulations specifically for each categorical program.
2. Knowledge of the mission, procedures, and operations of California Community Colleges.
3. Knowledge of principles and practices of supervision, training, and evaluation.
4. Knowledge of principles of public speaking, marketing, communications, and successful practices for student access and success.
5. Knowledge of budgeting and categorical fiscal reporting.
6. Knowledge of interpersonal skills using tact, patience, and courtesy.

**Ability:**

1. Ability to demonstrate leadership in a multiple programs department.
2. Ability to envision and effectively organize and supervise the day-to-day operation of assigned areas. Develop, implement, and assess program goals and outcomes.
3. Ability to communicate effectively both orally and in writing with students, faculty, staff, and community members.
4. Ability to work independently and with initiative while creating new programs and opportunities.
5. Ability to direct, train, and coordinate office staff and establish and maintain cooperative working relationships in a department with multiple programs.
6. Ability to interpret and prepare upon request relevant student data, perform student compliance audits, and perform basic accounting functions in order to prepare accurate categorical programs reports.
7. Ability to communicate effectively both orally and in writing.
8. Ability to represent the college in a professional manner.
9. Ability to demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
10. Ability to establish and maintain collaborative and effective working relationships with a variety of college staff and community partners.

**Working Conditions**

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 to 75 percent = 3  
 Occasional – 25 to 50 percent = 2      Very Frequent – 76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	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.
3	Ability to communicate so others will be able to clearly understand a normal conversation
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.

4	Ability to operate office equipment.
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**Status/Rationale**

The Executive Director of Categorical Programs is an educational administrator position that will assume responsibility in administering multiple and complex grant funded programs at Bakersfield College.

**Signatures/Approval**

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(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

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(Date)