

## PROGRAM ASSOCIATE

### DEFINITION

A Program Associate assists in the activities and services of a program funded by a source of special financial support such as a grant or special funds provided by another governmental agency. Use of this class is not intended to supplant or displace present or future regular District classifications.

### TYPICAL DUTIES

- Participates in activities and services of a program funded by grant or special funds.
- May select, train, supervise and/or evaluate the performance of staff and program participants; serve as a resource to staff.
- May prepare and implement marketing strategies to promote the services of the program and make presentations to groups and clients.
- May develop budget and oversee administration of program budget components; identifies funding sources and work with accounting personnel to ensure that accounts follow funding source regulations and requirements; make financial projects which may combine funding from public agencies and private sources.
- May prepare and negotiate contracts for the delivery of program services, other school systems or other clients in the public or private sector; negotiate contracts for services performed for the program by individual consultants.
- May assist in the development and implementation of project or program policy guidelines and procedures; make suggested revisions and implement changes.
- May serve as member of committees and attend conferences to evaluate new developments and strategies affecting program objectives and results.
- May prepare specialized reports, surveys, and other program descriptive information and materials.
- May monitor program data and information collection methods and techniques.
- May cultivate and maintain a network of relevant contacts with the community, representatives of private firms and other agencies and District administration.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Program Associate is intended as broad classification which represent a basic, generic group of duties performed related to the specific funding of special programs. The sub classifications of Program Associate will delineate the specific duties and qualifications required by a program.

### SUPERVISION

Supervision will be received from an administrator or manager. Work direction or goal identification is received from community representatives or representatives of the funding source. Supervision may be exercised over lower level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- The mission and goals of the specific program
- Leadership skills in facilitating groups and motivating individuals
- Contract administration
- Management and administration techniques
- Funding, budgeting, and accounting of public agency projects
- Program assessment, design and evaluation procedures
- School District organization
- Relevant sections of State and federal law and regulations
- Principals and practices of supervision and training

(Additional or different knowledges may be required for specific programs)

### Ability to:

- Communicate effectively both orally and in writing
- Make presentations before groups regarding program objectives and services
- Develop and maintain effective working relationships with a variety of individuals and groups
- Select, train and evaluate personnel
- Provide strong team leadership
- Empathize with program participants.

(Additional or different abilities may be required for specific programs)

## ENTRANCE QUALIFICATIONS

Education and Experience Qualifications will be determined by program requirements.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

Appointments to positions are subject to fingerprinting, and a review of conviction record.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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