CLASSIFICATION SUMMARY: Responsible for providing oversight of an academic credit or non-credit educational support program. Responsibilities include program coordination, development, and evaluation; developing community partnerships; managing contracts and/or grants; ensuring consistency with college-wide objectives; promoting programs and services; and participating in the program budget development. May supervise faculty, instructors, and/or professional, technical, and support staff.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Develops, implements, and evaluates departmental programs, procedures, strategies and goals; maintains, updates, and ensures procedural compliance for programs.

2. Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures; may oversee grant development and proposals.

3. Researches and evaluates current trends in assigned area to ensure presentation of current curriculum.

4. May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

5. Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.

6. Writes and oversees contracts for new training programs, outside assistance, or institutional on-site training,

7. Coordinates the development and implementation of marketing and promotional materials for courses, training, or special programs.

8. Oversees the selection and purchase of supplies and inventory; approves expenditures and tracks allocations.

9. Performs other duties as assigned.
Training and Experience (positions in this class typically require):
Bachelor's Degree and five years of progressively responsible professional/technical experience in area assigned, including supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
Licensing Requirements (legally required):
• Some positions may require professional licensure, registration, and/or certification appropriate to assignment.

Knowledge (position requirements at entry):
Knowledge of:
• Management principles;
• Public administration and governmental operations;
• Accounting and financial management principles;
• Applicable theories and principles related to area of assignment;
• Strategy development principles and procedures;
• Applicable federal, state, and local laws, rules, and regulations;
• Program development and administration principles and practices;
• Project management principles;
• Public relations principles.
HARRISBURG AREA COMMUNITY COLLEGE, PA
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: INSTRUCTIONAL PROGRAM DIRECTOR

Skills (position requirements at entry):
Skill in:
• Monitoring and evaluating employees;
• Prioritizing and assigning work;
• Providing leadership;
• Using computers and related software applications;
• Managing projects;
• Managing multiple priorities simultaneously;
• Analyzing and developing policies and procedures;
• Ensuring compliance with applicable Federal, state, and local rules and regulations;
• Interpreting and applying applicable laws, rules, and regulations;
• Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
• Resolving conflict;
• Preparing and administering budgets;
• Managing change and sensitive topics;
• Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07
HARRISBURG AREA COMMUNITY COLLEGE, PA
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: INSTRUCTIONAL PROGRAM DIRECTOR

_____________________________________ ______________________________
Signature of Employee    Date

_____________________________________ ______________________________
Signature of Supervisor    Date