SPECIAL PROJECTS MANAGER – OLDER ADULTS PROGRAM  
School of Continuing Education – Older Adults Program  
JOB # SCT984  
(Temporary Specially-Funded Position)

POSITION: Special Projects Manager – Older Adults Program  
100% Temporary Management Position  
Monday - Friday; 8:00 am – 5:00 pm

APPLICATION DEADLINE DATE: October 2, 2008

POSITION STARTING DATE: As soon as possible

POSITION ENDING DATE: June 30, 2009. At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.

SALARY: $206.95 / Day  (Plus stipend in lieu of benefits).

BASIC FUNCTION:
Under direction of the Manager, SCE Older Adults Program, perform comprehensive administrative direction of designated special projects.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:

C Establish a comprehensive plan for achieving programming objectives and provide overall direction of program activities, including assessment, orientation, marketing, development, implementation and evaluation.

C Prepare and maintain appropriate records and files; prepare fiscal reports required by the District accounting office; prepare other reports as directed.

C Manage office staff and functions.

C Manage registration, scheduling and attendance issues with community based facilities; monitor instructor attendance.

C Serve as liaison in coordinating programming activities with campus/district staff, and community agencies.

C Attend and participate in conferences and meetings related to the Older Adults Program; address interested groups.

C Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Project policies, procedures and practices; organizational operations.

Ability to: Assess, develop, implement and evaluate project activities; organize time and resources; work both independently and in a team environment; utilize word processing and spreadsheet software; coordinate and conduct meetings; speak and write effectively; utilize correct English, grammar, spelling, punctuation and vocabulary.

Education and Experience: Bachelor’s degree in a related area OR at least two (2) years of experience in administering the specified Older Adult Program or similar program.
APPLICATION PROCEDURE:
Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu, or calling (714) 808-4810. Reference Job # SCT984 in all correspondence. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package for this position MUST include the following:

C Completed District Classified Management Application.
C Letter of interest demonstrating written communication skills and addresses the qualifications relevant to the position.
C Resume describing educational background and work experience.
C Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted.

Submit application package to:
Office of Human Resources
North Orange County Community College District
1830 W. Romneya Drive, 9th floor
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS:
Application package must be received by 5:00 pm, October 2, 2008. (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted. The District does NOT accept application materials by e-mail or fax.

SELECTION PROCESS:
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the specified qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. All employees driving either their own, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Drivers License. (Board Policy 6010, Section 4.0)

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.