SPECIAL PROJECTS COORDINATOR – DSPS TRANSITION COORDINATOR  
School of Continuing Education – Disabled Student Programs & Services  
JOB # SCT981  
(Temporary Specially-Funded Position)  

POSITION: Special Projects Coordinator – DSPS Transition Coordinator  
60% Temporary Management Position  
Monday, Wednesday, Friday; 8:00 am – 5:00 pm  

APPLICATION DEADLINE DATE: August 21, 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: $167.00 / Day (Plus stipend in lieu of benefits).  

BASIC FUNCTION:  
Under general direction, assist the Director and Program Assistant, Disabled Student Programs & Services, by performing varied administrative duties involving a high degree of responsibility.  

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:  

C Assist and advise the DSPS Director and Program Assistant; relieve them of special project administrative detail.  
C Assist in the implementation of DSPS activities; monitor transition project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities.  
C Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.  
C Assist in the preparation of fiscal and other reports as directed; prepare articles for publication.  
C Review the work of office staff as directed.  
C Represent the DSPS Director and Program Assistant at conferences and meetings related to project activities; address interested groups.  
C Assist the DSPS Director and Program Assistant in coordinating project activities with campus/District staff, community agencies, service providers and businesses.  
C Supervise the recruitment, registration and induction of clients; supervise referral and placement of clients.  
C Perform related duties as assigned.  

QUALIFICATIONS:  
Knowledge of:  
Organization, personnel and fiscal management; office management and procedures; vocational needs and abilities of individuals with developmental disabilities; community resources such as the Regional Center and job placement and support agencies for people with disabilities.  

Ability to:  
Analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize word processing and spreadsheet software.
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Education and Experience: Education equivalent to an Associate Degree from an accredited institution, preferably with an emphasis in business or related area (DSPS); extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments; work experience with developmentally disabled adults in an educational or vocational environment; job development and placement experience.

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 # SCT981 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:

- Completed District Classified Management Application.
- Letter of interest demonstrating written communication skills and addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- 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, August 21, 2008.** (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted.

**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.**

For further information specific to the nature of the position, please contact:
Kim Bartlett - Director, DSPS
School of Continuing Education – Cypress Center
(714) 484-7107

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.