

DIRECTOR OF BASIC NEEDS INITIATIVES

DEFINITION

Under the direction of the Dean of Special Programs, plans, organizes and directs the activities and operations of the basic needs area and will provide leadership to assigned service areas, which may include overseeing, coordination, implementing, and maintaining the activities and services for the basic needs program in accordance with Federal, State, and District policies, guidelines and laws; performing technical duties to assure departmental eligible and for students to receive available educational and support services; preparing state mandated program and budget reports; and serving as liaison to provide specialized information and technical assistance to faculty, staff, auditors, and outside agencies relating to the various basic needs program(s).

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Special Programs .

Provides direct functional and technical supervision to a variety of staff and may exercise supervision of full- or part-time staff assigned to the basic needs . Provides oversight of activities associated with basic needs initiatives

This classification is distinguished from a Dean or Associate Dean by a focused level of responsibility and/or limited number of service areas assigned.

ESSENTIAL DUTIES

- Provides leadership and oversees day-to-day operations of basic needs department (e.g. procedures, strategic planning, grant implementation, financial aid, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial and district, state and federal requirements.
- Collaborates with internal and external personnel and organizations (e.g. District personnel, students, community organizations, public agencies, community members, etc.) for the purpose of implementing, evaluating, and maintaining the department under established guidelines and procedures for housing, food insecurity, parent program, childcare programs, and others.
- Compiles data from a wide variety of sources (e.g. public agencies, college departments, financial aid, etc.) for the purpose of analyzing issues, ensuring compliance with established policies and procedures, monitoring program components, preparing program District and State status reports, and preparing and submitting applications for program renewal.
- Coordinates program activities and special events activities (e.g. scheduled activities and events, outreach activities, etc.) for the purpose of providing enrollment management related activities.
- Develops, coordinates and/or implements program components, support needs and materials (e.g. outreach, recruitment, intake, eligibility determination, advising, workshops, activities, etc.) for the purpose of ensuring success in meeting District and/or grant/program requirements within established regulations, policies, and guidelines.
- Develops, implements, and monitors program process and makes recommendations for the purpose of ensuring resources and systems are coordinating with student needs.
- Facilitates a variety of meetings and presentations on and off campus for primary student services, and communicating and/or receiving information.
- Maintains a variety of files and records (e.g. reports, student records, databases, statistical data, etc.) for the purpose of documenting activities, providing written reports, providing up-to-date reference and complying with mandated requirements and established guidelines.
- Monitors a variety of related financial activities (e.g. purchasing, budget allocations, expenditures, fund

balances, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, fiscal practices, and financial reports are submitted as required.

- Participates in a variety of meetings (e.g. trainings, workshops, seminars, conferences, presentations, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares and evaluates a wide variety of complex reports and written materials (e.g. financial reports, wage and expenditure reports, journal entries, state reporting, grant applications, etc.) for the purpose of budget maintenance and ensuring ongoing funding by complying with District and/or grant/program requirements.
- Serves as a liaison between the department and outside agencies/institutions (e.g. California Community Chancellor's Office (CCCCO), food distributors, housing agencies, etc.) for the purpose of facilitating communication of the program.
- Collaborates with college personnel to create, implement and monitor diversity, equity, inclusion, and accessibility programs, projects, and matters.
- Other duties as assigned within the scope of this assignment.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Education: Bachelor's Degree from an accredited college or university,
- Experience: One (1) year or more directing and managing basic needs activities in programs that deliver to students' services aimed at improving enrollment management practices toward student engagement and success.

Knowledge of:

- Budgeting and grant administration
- Data and interpreting statistical summaries.
- Understanding of commitment to shared governance.
- Effective written and oral communication skills.
- Effective budget management practices, with special emphasis on categorically funded programs
- Understanding of good pedagogical practices for adult learners.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Student services programs at the college or university level
- Knowledge of familiarity with organizational, operational, and structural functions of post-secondary institutions.

Ability to:

- Read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Demonstrate a high degree of professionalism and integrity.

- Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Operate standard office equipment including utilizing pertinent software applications
- Read and interpret statistical summaries.
- Work in a collaborative manner as a team member in division, college and district-wide activities and projects.
- Develop effective educational, student support services and student development programs to meet the needs of the College.
- Manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Develop and nurture an effective student/learner center environment.
- Be supportive of the comprehensive community college mission.
- Demonstrate a commitment to community and campus activities.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Class Adopted: 1/1/23

Class Amended: