APPROVED BY: THE CHIEF OPERATING OFFICER

EFFECTIVE: November 2025

PROGRAM ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, and oversee the activities and operations of a complex, management-designated program; to serve as a subject matter expert and resource for assigned programs, including providing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research, analysis, and support; and to perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

The class of Program Administrator is distinguished by its subject matter expertise and for independently developing and administering a management designated, districtwide, and complex program with significant financial impact. Incumbents are responsible for programs that are related to ongoing District operations, initiatives, and services, as well as management and/or Board priorities and directives. Positions perform complex planning, financial, and policy development work while serving as a specialist and advocate for assigned programs requiring the use of initiative and resourcefulness, independent judgment, and extensive contact with senior positions within the District and outside agencies. Incumbents are responsible for problem-solving requiring analysis of unique issues and have ability to make recommendations to the District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employees.

Exercise lead direction over assigned staff.

Some positions may exercise full supervision.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

1. Lead, plan, oversee, and participate in the more complex and difficult work of staff; manage the development, implementation and analysis of program goals, objectives, policies, processes and priorities; monitor and evaluate the efficiency and effectiveness of program services and service delivery methods and processes; assess program needs; recommend strategies for improved efficiency and achievement of goals.

2. Identify, plan, develop, and implement program schedules, activities, and operations that would promote and enhance the mission and goals of the District; prepare and distribute correspondence as related to program operations.

3. Provide oversight and professional guidance in project teams or special project assignments related to program area; assign work to team members; provide professional assistance and support to staff; ensure accuracy and efficiency of work performed.

4. Represent the program, as directed, to internal clients and stakeholders, elected officials, external agencies, and the public; coordinate program services and activities with these entities; identify and/or respond to informational requests, sensitive issues, and program conflicts.

5. Conduct research related to assigned area of program responsibility by developing performance measurements and tools to assess impact from management decisions; analyze findings and prepare appropriate reports and analyses.

6. Interpret and apply regulatory requirements and manage contracts ensuring compliance with all requirements; advise District staff and management of any significant and controversial issues; develop new processes to meet new or anticipated requirements.

7. Assist in the development and application of the program annual budget; prepare revenue and expense projections needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Review work and present to boards, various commissions and District Management showing alternative courses and making recommendations for policy decision.

9. Employees have a responsibility for safety, for following safety regulations and safety policies applicable to their work.

10. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.

11. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Some Knowledge of:

Principles, practices and responsibilities involved in leading the work of assigned staff.

Thorough Knowledge of:

Principles, practices, methods, and tools of the program's underlying subject matter.
Principles and practices of program development, administration, and evaluation.
Applicable laws and regulatory codes related to principles and techniques of research, investigation, and analysis.
Operations, services, policies, and processes of the District.
Principles of business writing and report preparation.
Principles of organization, administration, budget and personnel management.

Ability to:

Train, organize, assign, and review the work of staff.
Manage and direct a comprehensive program having District-wide impact.
Perform professional and technical support services relative to assigned areas of responsibilities.
Develop and administer assigned program goals, objectives, and processes.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Interpret, review and analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration or a related field.

Experience

Six (6) years of experience in assigned program area, including either one (1) year in experience planning, organizing, coordinating, and directing various projects or programs, or serving as a District-recognized subject matter expert or advisor in assigned program area.

Substitution

Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of a valid California Driver's License and a satisfactory driving record may be required at the time of appointment and as a condition of continued employment, but only when driving is an essential function of the position. If the Driver's License requirement applies to a particular classification, it will be clearly stated in the job posting.

Positions that work in a school setting must submit to and pass a tuberculosis test and criminal background check.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens and copiers; moderate noise levels; and controlled temperature conditions.

Physical Conditions

Essential functions may require maintaining physical condition necessary for reaching, walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard and mouse; light to moderate lifting; reaching above head; visual acuity for reading documents, correspondence and computer screens; operating a variety of manual and automated office equipment.

CLASS LEGEND

Established Date:	5/2018
Employee Groups:	EA
Revisions Dates:	5/2019 11/2024 11/2025
FLSA Status	Non-exempt

	Current	Previous
Class Code:	XA8	
Series Code:	1XA	
Family Code:		
Previous Titles:		