



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **DIRECTOR OF SPARKPOINT**

A Classified Supervisory (Exempt) Position  
Grade 192E

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#### **A. General Statement**

The Director of SparkPoint is a full-time 12-month position and is responsible for visioning, planning, and directing the SparkPoint Center at Cañada College. The Center offers services for low and medium-income students which provide financial coaching, benefits access assistance, asset building and credit information. The Director is responsible for the day-to-day management of the SparkPoint Center and reports to the Dean of Counseling Services.

#### **B. Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Plans, directs, organizes, and manages the administration of high quality SparkPoint Center programming
2. Works with the administration, faculty and staff across the campus, and program staff at partner organizations (United Way) to ensure successful implementation of the Center in accordance with grant, institutional, state, and federal guidelines
3. Confers with management and other staff to develop and implement needs assessments and other studies and surveys for targeted populations served by the project
4. Compiles statistics for use in designing/developing new and modified project services, goals and future service delivery changes
5. Participates in strategic planning with management and other staff and directs, coordinates, and participates in short-range and long-range planning
6. Makes recommendations for overall Center development and improvements
7. Develops and solicits grants and external funding sources and administers grant funding
8. Develops, analyzes, plans and implements systems and processes for the management and implementation of daily operations of Center services

9. Meets with faculty, administrators, support staff, other college personnel and grant collaborators on a regular basis to review progress towards meeting the SparkPoint Center objectives
10. Maintains operational, financial, and related records required by granting agencies and prepares reports for grant-funded projects as required
11. Plans project budgets in conjunction with management and other staff and ensures that funds are managed in compliance with regulations, guidelines, procedures, and within deadlines
12. Monitors budget expenditures, revenues, transfers and online reporting, including making recommendations for changes to budgets, staffing, facilities, supplies and equipment
13. Performs duties in conformance with applicable rules, regulations, policies and procedures
14. Trains, motivates, and oversees the work of staff, student assistants, and contract employees
15. Conducts research and focus groups and surveys to determine current effectiveness of the SparkPoint Center services and future needs
16. Prepares related reports and plans and shares with college community
17. Establishes liaison with business organizations, community and regional groups, other community colleges, and four-year colleges and universities
18. Develops strategic partnerships locally to share educational, training and equipment resources
19. Promote and market the SparkPoint Center and services through presentations, brochures, correspondence, and other materials
20. Participates in a variety of committee and staff meetings in support of low-income students and participates in other related committee assignments as required, both on and off campus
21. Performs related duties as required or assigned

### **C. Requirements**

1. This classification requires a combination of education and experience equivalent to a Bachelor's degree in Social Services or a closely related field and three years successful work experience of increasing responsibility in program planning, assessment, implementation, management and evaluation or related eligibility and client services that has included educational, governmental, private, and other agency financial donors; grant writing; required reporting; implementation and evaluation of detailed regulations; oral and written communication, including public speaking; research, compiling data for, and preparation of statistical, financial and other data for a variety of reports, using spreadsheet and other computer software; directing and evaluating the work of staff; and budget planning.
2. Possession of a valid California Driver's License and the ability to drive to off-site locations are required.
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

### **D. Desirable Skills & Abilities**

1. Knowledge of and experience in program development, management, and supervision

2. Demonstrated skills in successful interpersonal communication and leadership
3. Knowledge of and experience in federal or state programs serving disadvantaged students
4. Knowledge of the resources available to the population served
5. Knowledge of the policies, procedures, regulations and laws pertaining to federal programs
6. Skill in strategic planning, project coordination, and evaluation
7. Skill in program budget planning, reporting and management
8. Skill in basic research and planning methods
9. Demonstrated ability to work collaboratively with a broad campus community
10. Experience in training, supervising, directing, and evaluating the work of others
11. Proficiency in the use of a variety of computer software to format, compose and prepare statistical, financial and narrative reports, presentations and other written materials
12. Experience in writing state and federal grants
13. Ability to communicate in Spanish.

