

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Senior Manager, After School Programs**

**Purpose Statement**

The job of Senior Manager, After School Programs, is done for the purpose/s of coordinating an assigned program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: ASES.

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**Essential Functions**

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, Internal Business, Student Services & Programs, Commercial Warrants, etc.) for the purpose of implementing and maintaining services and/or programs for Before/After School Education.
- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, internal departments (i.e., District Financial Services, Internal Business), ASES participating districts, and the California Department of Education for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. ASES Grant Applications, ASES Grant Renewal, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity (e.g. compliant with California Education Codes, State Audit Guidelines, and Federal Program Monitoring guidelines, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports (e.g. budget and financial reports to state and internal operations for ASES Program Grant, etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Provides technical guidance and coordination of fiscal and program accountability for the purpose of ensuring compliance with state, local and federal guidelines.
- Provides training and professional developments for all ASES sites and districts regarding changes and accountability and fiscal processes for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; enforcing rules and regulations; estimating required resources; facilitating meetings; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; office application software; practices of personnel administration.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally clean and healthy environment, under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

### **Equivalency**

#### **Required Testing**

#### **Certificates**

Auto Insurance

California Drivers License

#### **Continuing Educ./Training**

#### **Clearances**

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB  
Screen

TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 47

**Personnel Commission Approved:** October 19, 2016