PROGRAM REPRESENTATIVE

Program Representative III  (6452)  Program Representative III – Supervisor (6447)
Program Representative II  (6452)  Program Representative II – Supervisor (6448)
Program Representative I   (6454)

SERIES CONCEPT

Under the general supervision of a Specialist, or higher level Program Representative, performs the full range of implementation duties for classes and programs offered to the general public; and performs other related duties as required.

Implementation of classes and programs by incumbents in this series requires full knowledge of the professional goals of the department, specific subject matter and audience characteristics and requirements as they affect class and program administration. This series is also appropriate for use where incumbents have responsibility for planning and developing individual classes and programs, but without responsibility for the long range educational policy and content review found in academic positions.

Incumbents implement new and repeat classes and programs, with responsibility for deciding upon the best location, time, sequence; select instructors from approved lists; maintain liaison with the community and professional groups to determine the need and effectiveness of classes and programs; participate in the evaluation of programs and teachers; recommend revisions, additions and deletions to established programs and class offerings; and supervise related clerical services.

As a class or program planner, incumbents independently develop ideas for individual classes and programs based on consultation with professional groups, analysis of community needs, matters of topical interest, and an investigation of current literature in the field; contact appropriate faculty to discuss possible programs in terms of format and content; draw up implementation plans and budget for academic approval; and supervise related clerical services.

Related duties that may be assigned include: recruiting and screening instructors and speakers for classes and programs; selecting class and program topics and materials; investigating and evaluating new facilities and locations for classes and programs; and maintaining liaison with governmental agencies and affiliated institutions.

Positions in this series are distinguished from positions in the Program Assistant series in that the majority of time is spent in class or program implementation, rather than performing or supervising clerical duties related to these activities.
CLASS CONCEPTS

Program Representative III
Program Representative III – Supervisor

Incumbents have continuing responsibility for implementing the largest and most complex class programs, normally numbering between 300 and 600 classes each year and typically requiring the supervision of lower level Program Representatives. This class is also used where incumbents have a major and continuing responsibility for class or program planning and development, but without responsibility for the long-range educational policy and content review found in academic positions.

Program Representative II
Program Representative II – Supervisor

Incumbents implement classes and programs of average size and complexity and supervise related clerical detail. This class is also used where incumbents have limited or infrequent responsibility for planning and developing classes and programs of limited scope and complexity, involving a determination of subject matter content and need.

Program Representative I

Incumbents implement classes and programs of limited scope and complexity, where the guidelines are clear and variety limited. While some duties may be clerical in nature, the majority of time is spent in class or program implementation.

MINIMUM QUALIFICATIONS

Program Representative III
Graduation from college and three years of related experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

Program Representative II
Graduation from college and two years of related experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

Program Representative I
Graduation from college and one year of related experience; or an equivalent combination of education and experience; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

Positions allocated to the supervisory titles must also meet the criteria for supervision as defined in the Guidelines for Requesting Supervisory Designation for Positions.