

**DIRECTOR OF TRIO PROGRAM/VTC
VSC UP – SUP Bargaining Unit**

**Grade 14
Exempt**

BASIC FUNCTION

CHARACTERISTIC DUTIES AND SUPERVISION

- Develop and coordinate the implementation of the program.
- Supervise and coordinate the activities of the program.
- Prepare and submit reports to the appropriate authorities.
- Develop and maintain a budget for the program.
- Coordinate with other departments and agencies.
- Conduct research and analysis on program issues.
- Develop and implement policies and procedures.
- Monitor and evaluate program performance.
- Provide technical assistance and training to staff.
- Represent the program at public hearings and other forums.
- Maintain and update program information systems.
- Coordinate the recruitment and selection of staff.
- Develop and implement a staff development plan.
- Monitor and evaluate staff performance.
- Coordinate the program's public relations and outreach efforts.
- Develop and maintain a list of program contacts.
- Coordinate the program's administrative and support services.
- Monitor and evaluate the program's financial performance.
- Coordinate the program's compliance with applicable laws and regulations.
- Develop and implement a risk management plan.
- Monitor and evaluate the program's risk management efforts.

