



Braille Program Manager

Management Range: 9

Board Approved: 05/2009 P. 1|3

*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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under director of the Director, Alternate Text Production Center (ATPC), the Braille Program Manager is responsible for managing the transcription and production of books and other materials into Braille format; handling and coordinating requests/orders from community colleges throughout California; assigning and overseeing the contracts with transcribers, tactile graphic specialists, proofreading, editing and production specialists, and others.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serve as the ATPC focal point for Braille production, providing detailed information and technical assistance to internal and external staff and customers.
2. Receive, evaluate, and oversee filling of book orders/requests; may assign book orders/requests to one or more contract transcribers; oversee timely completion of work.
3. Implement Braille work plans to meet established ATPC goals and objectives; achieve performance standards in alignment with program objectives and available resources; develop outcome measures, success indicators, and evaluation mechanisms for center's Braille services and quality.
4. Assist with the development of a Braille database to capture comprehensive client and service data; cataloging of all completed Braille production for future use.
5. Advise/consult with California Community College and "fee for service" customers on how best to serve their visually impaired students.
6. Work statewide with campus faculty, academic senates and committees, and the community organizations; provide information regarding access guidelines and alternate media, and technology requirements for persons with disabilities.
7. Coordinate State Prison Braille production units and interact with several additional prison units, including paroled inmates.
8. Operate a variety of printing, bindery and related equipment in the production of Braille and tactile diagrams; produce tactile graphics for Braille textbooks; operate computer image enhancement software.
9. Provide work direction, guidance and training to appropriate independent contractors, volunteers, and student workers.
10. Manage money allocations to contractors to maximize the number of books provided.
11. Develop and periodically modify a rate schedule for Braille production contractors.
12. Manage a fee for service operation to generate supplemental funding to serve additional California community college students.
13. Consult with and provide input and recommendations to ATPC Director on various ATPC matters.
14. Assist in generating reports and surveys for Braille production.
15. Represent ATPC at or in several Braille related/visually impaired organizations.



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16. Represent ATPC at various conferences to stay abreast of new industry developments.
17. Coordinate facility design and layout of Braille equipment; support Braille maintenance/procurement plan for new and preplacement equipment; order Braille equipment.
18. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, characteristics, services and activities of a braille program.
- Operational characteristics, services and activities of business elements involved in a tangible product for a customer.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance management.
- Pertinent federal, state, and local laws, codes, and regulations relating to disabled students programs and services.

Ability to:

- Oversee and participate in the management of a comprehensive production process consisting of multiple components and numerous contractors.
- Coordinate various aspects to complete an entire product in a manner that meets deadlines.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university.



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Required Experience:

- Three (3) years of supervisory experience in program management.

Preferred Experience:

- Experience in and familiarity with public higher education and/or serving individuals with disabilities that involve setting goals, formulation procedures, and developing plans for the implementation of a program desired.
- Experience with alternative media for individuals with print and reading disabilities.
- Experience with optimizing production efficiency and capacity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kne

el, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.